

**AGENDA REGULAR MEETING
PASADENA COMMUNITY ACCESS CORPORATION
Tuesday, July 5, 2016
7:00 p.m. at 150 S. Los Robles, Suite 101**

BOARD OF DIRECTORS

Ann Marie Hickambottom (District 1)
Vacant (District 2)
Robert Oltman (District 3)
Howie Zechner, Vice-Chair (District 4)
Yuny Parada (District 5)
Tim Winter, Treasurer (District 6)
Sally Howell (District 7)
Gail Schaper-Gordon, Chair (Mayor's Representative)
William Boyer, Secretary (City Manager's Office Representative)
Beth Leyden (PUSD Representative)
Alexander Boekelheide (PCC Representative)

STAFF

Chris Miller, Interim Executive Director

MISSION STATEMENT

The Pasadena Community Access Corporation is dedicated to the community access function of the Pasadena Telecommunications system and shall be operated exclusively for charitable, scientific, literary and educational purposes. In fulfilling these purposes, the corporation shall strive to achieve communication, facilitation, and development of media skills toward the ends of self-expression and community cohesion and improvement.

Item on the agenda may not be called in order listed.

Agendas and supporting documents are available on the Internet at
<http://www.pasadenamedia.org>

Materials related to an item on this Agenda submitted to Pasadena Media after distribution of agenda packet are available for public inspection in the Pasadena Media Administrative office at 150 S. Los Robles Avenue, Suite 450, Pasadena, during normal business hours.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact PCAC at (626) 794-8585. Notification 24 hours prior to the meeting will enable PCAC to make reasonable arrangements to assure accessibility to this meeting.

DISTRIBUTION:

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Pasadena Now

**NOTICE OF REGULAR MEETING
PASADENA COMMUNITY ACCESS CORPORATION (PCAC)
BOARD OF DIRECTORS**

NOTICE IS HEREBY GIVEN that a regular meeting of the Pasadena Community Access Corporation (PCAC) Operating Company (dba Pasadena Media) is scheduled for **Tuesday, July 5, 2016**, starting at **7:00 p.m.**, at **Pasadena Community Access Corporation** located at **150 S. Los Robles Ave., Ste. 101, Pasadena, CA 91101**.

AGENDA

PUBLIC MEETING

- INTRODUCTION OF NEW MEMBERS/CALL TO ORDER/ROLL CALL
- APPROVAL OF JUNE 7, 2016 BOARD MEETING MINUTES
 - Motion to Approve
- PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA - Please limit comments to three minutes each.
- TREASURER REPORT
- EXECUTIVE DIRECTOR REPORT
- OLD BUSINESS
- NEW BUSINESS
 - AUTHORIZE INTERIM EXECUTIVE DIRECTOR TO IMPLEMENT EMPLOYEE HEALTHCARE PLANS, BENEFITS, AND/OR CONTRIBUTIONS AS DESCRIBED IN COMMITTEE REPORT
 - Action Item
 - FY17 BOARD OFFICER ELECTIONS
 - Action Item
- ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF
- ADJOURNMENT

Gail Schaper-Gordon, Chair, PCAC Board of Directors

I HEREBY CERTIFY that this notice, in its entirety, was posted on both the Council Chambers Bulletin Board, Room 247, and the Information Kiosk (in the rotunda area), at City Hall, 100 N. Garfield Ave., Pasadena, CA, in Pasadena Community Access Corporation Suite 450 and 101, and a copy was distributed to the Central Library for posting on this 1st day of July, 2016.

Quyen Lovrich, Office Manager

PASADENA COMMUNITY ACCESS CORPORATION (PCAC)

CONSOLIDATED MINUTES FOR THE SPECIAL MEETING AND THE REGULARLY SCHEDULED MEETING OF THE PCAC BOARD OF DIRECTORS FOR JUNE 7, 2016

MEETINGS HELD AT PCAC, 150 S. LOS ROBLES AVE., SUITE 101, PASADENA, CALIFORNIA, 91101

SPECIAL MEETING

1. CALL TO ORDER

Board Chair Gail Schaper-Gordon called meeting to order at 6:40 p.m.

Board Members & Staff Present, Absent or Late:

Ann Marie Hickambottom, District 1, absent

District 2, vacant

Robert Oltman, District 3, present

Howie Zechner, District 4, present

Yuny Parada, District 5, absent

Tim Winter, District 6, present

Sally Howell, District 7, present

Gail Schaper-Gordon, Chair, Mayor's Representative, present

Beth Leyden, PUSD Representative, absent

Alexander Boekelheide, PCC Representative, absent

William Boyer, Secretary, City/City Manager Representative, present

Javan Rad, Chief Assistant City Attorney, present

2. PUBLIC COMMENT

None

3. CLOSED SESSION REGARDING EMPLOYMENT OF EXECUTIVE DIRECTOR

No reportable action

4. MEETING ADJOURNED 7:23 P.M.

REGULAR MEETING

1. CALL TO ORDER

Board Chair Gail Schaper-Gordon called meeting to order at 7:28 p.m.

Board Members & Staff Present, Absent or Late:

Ann Marie Hickambottom, District 1, absent
District 2, vacant
Robert Oltman, District 3, present
Howie Zechner, District 4, present
Yuny Parada, District 5, absent
Tim Winter, District 6, present
Sally Howell, District 7, present
Gail Schaper-Gordon, Chair, Mayor's Representative, present
Beth Leyden, PUSD Representative, present
Alexander Boekelheide, PCC Representative, absent
William Boyer, Secretary, City/City Manager Representative, present
Chris Miller, Interim ED, present
Javan Rad, Chief Assistant City Attorney, present

2. SPECIAL MEETING

Board chair Schaper-Gordon again stated no reportable action.

3. APPROVAL OF BOARD MINUTES FROM MAY 2016 BOARD MEETING

Moved by Zechner, Second by Winter. Approved unanimous vote.

****SPECIAL NOTES TO PCAC BOARD REGARDING MAY 3, 2016 MINUTES:**

1. THE MINUTES OF MAY 3, 2016 INCORRECTLY STATED THAT BOARD MEMBER PARADA WAS ABSENT/LATE. IN FACT, MS. PARADE WAS PRESENT FOR BOTH SPECIAL MEETING AND REGULARLY SCHEDULED MEETING. THE SECRETARY OFFERS SINCERE APOLOGIES TO MS. PARADA.

2. THE MINUTES OF MAY 3, 2016, UNDER THE TREASURER'S REPORT, AS PRESENTED BY IED MILLER, INDICATED THE "ORGANIZATION'S FORM 990 TO BE FILED BY MAY 15; COPIES TO BE PROVIDED AT NEXT BOARD MEETING." ACCORDING TO MY RECORDS, THIS WAS NOT DONE AT JUNE MEETING.

No public comment.

4. PUBLIC COMMENT

None

5. TREASURER'S REPORT

Treasurer Winter provided financial info as presented in Board packet. Informational item only, no action taken. Organization's financial position remains on target after 11 months into FY16 and should end out fiscal year within a few thousand dollars of budget, mostly likely on positive side, with no significant budget issues.

No public comment.

6. EXECUTIVE DIRECTOR'S REPORT

As presented to Board per agenda packet by IED Miller. Informational item only, no action taken. Miller highlighted work by Pasadena Media in conjunction with Pasadena City College to get station operational again for cablecasting.

No public comment.

7. OLD BUSINESS

- Ad Hoc Search Committee Update
Board Chair Schaper-Gordon said the Committee continues to work with executive recruiter firm, Envision Consulting, and expects there will be initial interviews later in July.

One public comment:

Macheo Shabaka, a local independent producer of content for the Arroyo Channel, inquired about status of ED job posting and interview process. Mr. Shabaka, asking on behalf of other local producers and himself, said producers want to be involved in the selection process for a new ED.

8. NEW BUSINESS

- Approval of contract with Leavitt Insurance Services of Los Angeles to provide employee benefits consultation and services as broker of record for one year and option of four (4) one-year extensions

Item presented by IED Miller. No direct commission cost or fee to organization other than the premium cost of providing medical insurance to employees. Presentation materials included in Board Packet for June 7 meeting. If approved,

goal is to come back to Board in July with specific plan recommendations from Ad Hoc Benefits Committee.

Winter moved; Zechner second. Unanimous approval.

No public comment.

9. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

Misc. announcements; informational items only. No action taken.

Zechner provided information of concern about changes to the City's Transit Oriented Development ordinance.

Boyer provided information about budget approval hearing in May; upcoming events for Make Music Pasadena and the City's Birthday; and update on selection process for new Pasadena City Manager.

Leyden provided update on the new TV production studio at John Muir High School.

Board Chair Schaper-Gordon reminded all that Board Officer elections will be held at the July 2016 meeting, coinciding with beginning of FY 17.

No public comment.

9. ADJOURNMENT

Moved by Oltman, Second by Winter, meeting adjourned at 8:15 p.m.

FUTURE MEETING DATES

- August 2, 2016, 7 p.m., PCAC, 150 S. Los Robles, Suite 101 (summer recess?)
- September 6, 2016, same time and location

Pasadena Community Access Corporation
Statement of Financial Position
As of June 30, 2016

	Total	
	As of Jun 30, 2016	As of Jun 30, 2015 (PP)
ASSETS		
Current Assets		
Bank Accounts		
A103 Petty Cash	200.00	200.00
A104 Bank of America Checking (1018)	43,304.20	184,510.43
A107 Bank of America Capital - Restricted (9451)	323,430.87	91,434.14
A108 A108 Bank of America Savings (0990)	100,083.93	100,021.70
A110 Paypal	390.16	0.00
A120 Pex Debit Card	3,848.42	258.25
Total Bank Accounts	\$ 471,257.58	\$ 376,424.52
Accounts Receivable		
A200 Accounts Receivable	569.00	119,042.01
Total Accounts Receivable	\$ 569.00	\$ 119,042.01
Other current assets		
A290 Prepaid Expenses	33,093.22	
A300 Prepaid Insurance	2,034.65	1,972.15
A350 Security Deposit	1,000.00	1,000.00
A370 Undeposited Funds	737.50	425.00
Total Other current assets	\$ 36,865.37	\$ 3,397.15
Total Current Assets	\$ 508,691.95	\$ 498,863.68
Fixed Assets		
A132 Production Equipment	264,509.21	263,073.56
A136 Accumulated Depreciation	-84,970.00	-84,970.00
Total Fixed Assets	\$ 179,539.21	\$ 178,103.56
TOTAL ASSETS	\$ 688,231.16	\$ 676,967.24
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
L100 Accounts Payable	0.00	2,009.31
Total Accounts Payable	\$ 0.00	\$ 2,009.31
Other Current Liabilities		
L140 Direct Deposit Payable	-14,867.51	0.00
L210 Payroll Liabilities	23,697.51	24,388.52
L211 Other Payroll Liabilities	125.07	0.00
L212 Accrued Vacation	15,374.95	15,374.95
L212.1 Accrued Salaries & Wages	4,678.16	4,678.16
L220 Deferred Income	254,092.41	298,907.68
Total Other Current Liabilities	\$ 283,100.59	\$ 343,349.31
Total Current Liabilities	\$ 283,100.59	\$ 345,358.62
Total Liabilities	\$ 283,100.59	\$ 345,358.62
Equity		
Q300 Opening Bal Equity	-36,271.00	-36,271.00
Q310 Retained Earnings	367,879.62	367,879.62
Net Income	73,521.95	
Total Equity	\$ 405,130.57	\$ 331,608.62
TOTAL LIABILITIES AND EQUITY	\$ 688,231.16	\$ 676,967.24

Pasadena Community Access Corporation
Pro Forma P&L
2016 YTD Actual vs 2016 Budget

	Fiscal Year 2016		2016 Actual vs. Full Year Budget		YTD Budget	2016 YTD Actual vs. 12 mos. Budget	
	YTD Actual	2016 Budget	\$	%		\$	%
Income							
City of Pasadena	960,000.00	960,000.00	0.00	0.0%	960,000.00	0.00	0.0%
Contributions & Grants	128.86	2,500.00	(2,371.14)	-94.8%	2,500.00	(2,371.14)	-94.8%
Production Services	42,885.38	38,000.00	4,885.38	12.9%	38,000.00	4,885.38	12.9%
Program Services	8,291.46	6,500.00	1,791.46	27.6%	6,500.00	(1,791.46)	-27.6%
Other Revenue	6,158.01	2,000.00	4,158.01	207.9%	2,000.00	(4,158.01)	-207.9%
Total Income	1,017,463.71	1,009,000.00	8,463.71	0.8%	1,009,000.00	8,463.71	0.8%
Expenses							
Payroll Expenses	566,966.70	544,182.00	(22,784.70)	-4.2%	544,182.00	(22,784.70)	-4.2%
Payroll Taxes	49,230.81	53,000.00	3,769.19	7.1%	53,000.00	3,769.19	7.1%
Employee Benefits	89,207.51	86,930.00	(2,277.51)	-2.6%	86,930.00	(2,277.51)	-2.6%
Occupancy Expenses	211,551.72	211,456.00	(95.72)	0.0%	211,456.00	(95.72)	0.0%
Accounting & Audit	12,295.90	11,800.00	(495.90)	-4.2%	11,800.00	(495.90)	-4.2%
Advertising & Marketing	2,865.30	5,000.00	2,134.70	42.7%	5,000.00	2,134.70	42.7%
Automobile Expense	182.00	1,500.00	1,318.00	87.9%	1,500.00	1,318.00	87.9%
Bank & Payroll Processing Fees	1,460.00	1,000.00	(460.00)	-46.0%	1,000.00	(460.00)	-46.0%
Board Materials & Expenses	547.67	500.00	(47.67)	-9.5%	500.00	(47.67)	-9.5%
Cable Drop Fees	3,831.54	18,432.00	14,600.46	79.2%	18,432.00	14,600.46	79.2%
Contract Labor	1,843.02	5,000.00	3,156.98	63.1%	5,000.00	3,156.98	63.1%
Dues and Subscriptions	2,220.00	500.00	(1,720.00)	-344.0%	500.00	(1,720.00)	-344.0%
Legal & Professional Fees	18,000.00	28,000.00	10,000.00	35.7%	28,000.00	10,000.00	35.7%
Licenses, Permits & Other Fees	151.00	500.00	349.00	69.8%	500.00	349.00	69.8%
Meals & Entertainment	1,599.50	1,700.00	100.50	5.9%	1,700.00	100.50	5.9%
Office Expense	14,980.08	14,000.00	(980.08)	-7.0%	14,000.00	(980.08)	-7.0%
Production Expense	9,658.87	17,000.00	7,341.13	43.2%	17,000.00	7,341.13	43.2%
Professional Development	1,579.97	3,000.00	1,420.03	47.3%	3,000.00	1,420.03	47.3%
Travel & Lodging	2,715.68	5,500.00	2,784.32	50.6%	5,500.00	2,784.32	50.6%
Total Expenses	990,887.27	1,009,000.00	18,112.73	1.8%	1,009,000.00	18,112.73	1.8%
Net Operating Income	26,576.44	0.00	26,576.44		0.00	26,576.44	
PEG Capital Income Recognized	102,815.27	30,000.00	72,815.27	242.7%	30,000.00	72,815.27	242.7%
PEG Capital Equipment Expense	55,869.76	30,000.00	25,869.76	86.2%	30,000.00	(25,869.76)	-86.2%

DIRECTOR'S REPORT

- Respectfully submitted by Chris Miller, Interim Executive Director

Pasadena Community Access Corporation Board of Directors Meeting Tuesday, July 5, 2016 – 7:00pm

ANNOUNCEMENTS – Early Bird Registration ends July 18 for the Alliance for Community Media conference in Boston this August. For information or to register, visit allcommunitymedia.org.

KEY ACHIEVEMENTS:

Board

- Meeting with William Boyer, Tim Winter and Joel Riegsecker re: Health Insurance
- Meeting with Bob Oltman re: Facilities

Facility

- June Maintenance

Financial

- FY17 Budget Approved By City Council

Partnerships/Networking

- City DoIT Council Chamber Upgrade Project Consulting
- Meeting with Alex Nogales & Jessica Gonzalez of Nat'l Hispanic Media Coalition and Pete Tridish of International Media Action re: Low Power FM Radio
- Meeting with Renee Bodie & Samantha Vega of Levitt Pavilion re: Community Partnership at Summer Concert Series

Personnel

- Meetings with New Employee Benefits Consultant
- Worked with City Attorney to Develop Contract for Employee Benefits Consultant/Broker of Record
- Staff Appreciation Celebration at Victory Park

Producer/Member Relations

- Email Newsletters Including New Videos
- Producers Group Meeting

Productions

- Make Music Pasadena
- Chalk Festival
- Cam Camp (Pasadena Media Kids Camp)

Attached: Operations Report, Production Services Report, Member Services Report

Operations Report

Prepared by Chris Miller – June 2016

Notable Operations Projects and Their Statuses Conducted During June

- City Council Chamber Meeting Management Upgrade: Following Up
- Studio B Project: Workflow & Training In Development
- Summer Hiatus Maintenance: Completed
- Storage Room: Cleaned & Organized

1. City Council Chamber Meeting Management Upgrade: Following Up - DoIT has yet to accept the project from the vendor, which continues to encounter minor issues since the vendor completed work in the chamber.

2. Studio B Project: Workflow & Training In Development - Staff continues to work with the system daily to develop workflow and training. We are working with the installer on an instability issue and a keying issue. We have completed construction of the semi-permanent green screen and teleprompter system for the room. Training for the public will be scheduled shortly.

3. Summer Hiatus Maintenance: Completed - We were closed to studio productions throughout June and reopened today. During that period, we performed routine maintenance, streamlined some operations and took several items out of service for repairs. Tasks included resetting the editing computers, patching and painting walls, completing the Studio B green screen and flooring, conducting inventory and general cleaning. With the studio open, we were also able to conduct a week-long kids camp and multiple training workshops for producers.

4. Storage Room: Cleaned & Organized - The major item on the June maintenance list was to clean and organize the storage room. With the board's facilities committee starting to talk about space usage, we wanted to be mindful of assessing it prior to what will be our last maintenance period in December before the 450 lease expiration next May. Many items that were removed from the former production truck were sold or e-cycled.

Pasadena Media Production Report June 2016

KPAS/City/Outside Productions:

6/6: Pasadena City Council/Finance Cmte Jt Meeting	6/6: Pasadena City Council Meeting
6/8: Planning Commission (Audio Only)	6/9: Juno Mission Demos & Clean Room Tour at JPL
6/9: Commission on the Status of Women Survival Guide Launch Event	6/11: Make Music Pasadena
6/12: Happy Birthday Pasadena	6/13: Pasadena City Council/Finance Cmte Jt Meeting
6/13: Pasadena City Council Meeting	6/14: Design Commission Meeting (Audio Only)
6/15: FPRS Meeting (Audio Only)	6/15: BZA Meeting (Audio Only)
6/18: Pasadena Chalk Festival	6/19: Pasadena Police Department Classic Car Show
6/20: Pasadena City Council/Finance Cmte Jt Meeting	6/20: Pasadena City Council Meeting
6/21: Altadena Town Council Meeting	6/22: Planning Commission
6/27: Pasadena City Council Meeting	6/28: Design Commission Meeting
6/30: Phos-Check Spray Press Conference	

Total Number of KPAS/City/Outside Productions: 21

Member Services Report

for the month of June 2016

New Producers	Returning Producers	New Series	Local Episodes	New Local Bicycled Episodes	New Regional (LA County) Episodes
1	29	1	32	12	5

Media Training Courses:

Orientation	31	Studio Camera	11	TD & Media Mgmt.	4	Teleprompter	8	Editing Session A	10
Producing Training	0	Floor Manager	11	Lighting	9	Character Generation	9	Editing Session B	10
Development Training	0	Director	7	Audio	0	Field Production	0		

CAM CAMP Youth Media Training: 7 Attendees

Member Production Workshop: 7 Attendees

Trained Pasadena Media Listed Volunteers: 75

Pasadena Media Website Analytics

Total Visitors	Device Usage	Peak Visitors: June 21st
1303	Computer 91% / Mobile & Tablet 9%	72

Pasadena Media Social Network members: 219 members

Social Media Marketing:



1407 Followers



803 Likes



586 Followers

PCAC Employee Benefits Ad Hoc Committee Meeting Report

July 5, 2016

Prepared by Chris Miller, Interim Executive Director and Tim Winter, Committee Chair

Board Members Tim Winter and William Boyer met with our benefits broker Joel Riegsecker and Interim E.D. Chris Miller on June 29. Howie Zechner joined the discussion on June 30 and the recommendation was formulated on July 5.

Background:

- PCAC's health insurance annual renewal date is August 1
- We currently offer a Blue Shield health insurance plan known as "Platinum Local Access+ HMO" along with dental and vision benefits
- Since 2009, PCAC has covered 100% of premiums for all full-time (40 hour) employees and their dependents (100/100). Prior to 2008, only full time employees were covered (100/0).
- The staff has discussed plan options since February and expects to pay out of pocket for approximately 25% of dependent premiums
- Per the Affordable Care Act, PCAC must offer health insurance to three additional employees
- Health insurance was budgeted at \$76,930 for FY16, while \$80,486 was actually spent
- Health insurance is budgeted at \$75,012 for FY17

Discussion:

PCAC conducted a benefits survey amongst employees in May. The results reveal that, overall, employees are happy with the current health care plan. Other findings include a willingness to pay out of pocket for health care vs. paying more while visiting doctors, the desire for more choice and the willingness to join a spouse's plan if offered a fee. It is important to note that keeping current doctors is important to approximately half of the staff, but this was not covered in the survey.

The Alliance for Community Media recently conducted a salary survey amongst its membership. Of 129 responding organizations, 113 offer health insurance. Nearly three-quarters of those have employee contributions.

Our new broker Joel Riegsecker of Leavitt prepared information on several options for health, dental and vision insurance based on these staff desires, PCAC's budget and industry/historical norms.

The Interim Executive Director recommended that the committee consider the following:

1. Staff contributions should be implemented. Without splitting premium costs, we could only afford high-deductible plans with limited networks. PCAC covering 100% for employees and 75% for dependents was discussed with staff in February. An employee buy in for their own coverage, even at 5%, may cause anyone that is or could be covered elsewhere to opt out and reduce costs significantly. Further reducing dependent coverage is likely burdensome to several staff members.

2. A metal tier reduction should be implemented. Health insurance plans are primarily separated into four categories based on the percentage the plan pays of the average overall cost of providing essential health benefits to members - Bronze ~ 60%, Silver ~ 70%, Gold ~ 80%, and Platinum ~ 90%. Currently, PCAC offers a Platinum plan. A Gold plan would save approximately 6 to 8 percent.

3. A base plan with a buy-up option(s) should be implemented. Currently, only one plan is offered. PCAC could offer a base plan on a lower tier and employees could choose a plan on a higher tier at their own expense. In this way, we could offer a Gold Blue Shield plan and employees could choose to “buy-up” to our current plan. We could increase choice even more with CaliforniaChoice. While Blue Shield does not participate in this private insurance exchange, five other companies are offered. PCAC could offer the lowest cost base plan in metal tier and employees could “buy-up” to any plan in that tier and the one above it (i.e. Gold/Platinum, Silver/Gold or Bronze/Silver), though we pay a 2% premium for the privilege. The Gold/Platinum level offers 27 plans including HMOs, PPOs and EPOs.

Recommendation:

The committee recommends that the Board of Directors:

1. Adopt offering health, dental and vision insurance contributions for all employees working 30 hours or more per week at 95% of premium costs for the employee and 75% of premium costs for their dependents.
2. Authorize the Interim Executive Director to work with the Broker to implement offering the United HealthCare “Gold HMO C UHC - Focus” plan through CaliforniaChoice’s Gold/Platinum Tiered Choice.
3. Authorize the Interim Executive Director to work with the Broker to implement offering the Western Dental “Option 1” dental plan.
4. Authorize the Interim Executive Director to work with the Broker to implement offering the EyeMed “Insight Plan H” vision plan.