

**Board Meeting Minutes  
October 16, 2006**

A meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville, Maryland on Monday, October 16, 2006.

Theresa Cameron  
Fernando Cruz-Villalba  
Haig Ellian  
Ginny Gong  
Marion Hayes Hull  
Merrill Hessel  
Ginny Hillhouse  
Jim Klimaski

Bill Larson  
Sharon Levine  
Paula Moore  
Nancy Poole  
Eugene Saunders  
Jonathan Walker  
Noreene Wells  
Francine Wyron

**Call to Order**

The meeting was called to order at 7:38 p.m.

Also in attendance were:

Richard Turner, MCT Executive Director  
Alysia Thaxton, Board Assistant  
Laura Cooper, MCT Director of Client Services  
Mark Inzelstein and Janeen Gelbart, Indiggo Associates

**Roll Call**

Ginny Hillhouse moved and Nancy Poole seconded the motion to excuse Carla Satinsky from the meeting. The motion passed unanimously.

**Approval of September 18, 2006 Minutes**

Francine Wyron moved and Fernando Cruz-Villalba seconded a motion to amend the minutes of September 18, 2006 to excuse Jim Klimaski from the meeting.

Bill Larson moved and Haig Ellian seconded the motion to approve the amended minutes of the September 18, 2006 board meeting. The motion passed.

**President's Report**

Board Secretary, Francine Wyron, read the minutes from the Executive Committee meeting of October 16, 2006.

---

**MCT Board of Directors  
Executive Committee  
Meeting of October 16, 2006**

**Call to order** – 6:19

**Attendance** –

Gene Saunders, President  
Fernando Cruz-Villalba, Vice-President

Francine Wyron, Secretary  
Nancy Poole, Immediate Past-President  
Richard Turner, Executive Director

### **President's Report**

Deferred to the full board meeting

### **Executive Director's Report**

Petition/Election Preparations

- MD Nonprofits is moving forward with preparation for the election.
- Everything is on schedule.
- Candidates interested in presenting a video statement will receive a copy of the rules for the video taping similar to the candidates forum.

MCT Financials Update

- Audit and Accounting Progress
  - Financial statements are a bit delayed due to the audit process.
  - A temp has been hired to assist in the accounting department
  - The audit is still underway and is slightly behind schedule. Richard will have an update on the progress tomorrow.
  - There will need to be an adjustment to the budget to account for consulting fees and overtime budgets. These will need to be approved by the board in the coming months.
- VCP Progress
  - Some of the former employees still have not been reached. Staff will continue to follow through to try to find them.
  - We are now fully in compliance with regard to the IRS.
  - The monies have been deposited into accounts.

Personnel Hiring Progress

- Jennifer Harris one of the Community Project Managers has taken a new position and is leaving MCT.
- There is a finalist with the Media Resource Technician Team Manager position and a final interview by the end of the week

Other Management Issues:

- Verizon Application - council hearing dates were sent out in email this afternoon. Richard will keep issue updates
- Political speech - a detailed discussion in tonight's board meeting. Richard has done some preliminary research and his recommendation is to stay "hands off"
- Union Agreement - will be discussed in a closed session during tonight's meeting.

### **Old Business**

### **New Business**

**Announcements** - Monty Awards will be held on December 2, 2006

**Adjourn** - 7:13

---

### **Closed Session**

### **Open Session**

Motions passed during the closed session:

Haig Ellian moved and Bill Larson seconded a motion to approve the union agreement as proposed. 11 – For; 0 - Against; 3 –Abstained. The motion passed.

Haig Ellian moved and Jim Klimaski seconded a motion that the board authorize an additional 1% increase in salary to non-union employees which will be retroactive to July 2, 2006. This increase is in addition to the 4% increase non-union employees received on July 2, 2006. The motion passed unanimously.

Haig Ellian moved and Bill Larson seconded a motion to increase the Executive Director's base salary by a cost-of-living of 4% plus 1% in accordance with the increase for the rest of the staff. The increase will apply retroactively as of July 2, 2006. The motion passed unanimously.

Haig Ellian moved and Merrill Hessel seconded a motion that the Board President, Vice-President and Immediate Past-President meet with Richard Turner, the Executive Director, to discuss his performance evaluation and present the concerns of the board and suggested areas of improvement. 8 – For; 4 – Opposed. The motion passed.

### **Executive Director's Report**

#### Board Election Update

Work is progressing smoothly with MD Nonprofits as they facilitate the ballot creation and mailing process. Ballots will be mailed to members on November 2, 2006.

Political Candidate Speech & Programming – At issue - Can candidates running for office who also produce a program on Access Montgomery discuss their election platform on their show during the campaign season? According to MCT's policy, political advocacy speech is welcomed at anytime.

#### Verizon Cable Franchise in Montgomery County

The franchise has been approved by the County Executive and the County Council has scheduled hearings at the end of October. Richard Turner will give testimony to advance MCT's position during the public hearing on October 31<sup>st</sup>.

#### MCT Financials

- VCP – MCT is in compliance with the correction program. On September 28, 2006 a check was deposited into an account. Continued efforts will be made to contact former employees who have yet to respond.
- The County has requested MCT's 2008 Budget Submission.
- Audit Update – Work continues on the audit with an additional day of field work on October 16<sup>th</sup>. The audit is behind schedule, thus making it unlikely the report will be ready for the November Audit Committee meeting or for presentation to the full Board at the November 20, 2006 Board meeting.

### **Committee Reports**

#### Personnel Committee

A summary of the committee minutes was distributed (See Addendum I). The minutes reflect the revised recommendations to the Educational Opportunities portion of the employee benefits package.

**Old Business**

A recommendation was made that an organization which has been nominated to the Board be dropped for nomination because their membership is by invitation only. The recommendation was tabled until the November board meeting.

**New Business**

A report on the county's demographics was distributed.

Haig Ellian moved and Jim Klimaski moved to adjourn the meeting. The motion passed unanimously.

**Adjourned** – 10:25 P.M.

Montgomery Community Television  
Personnel Committee Meeting  
October 12, 2006

Summary Minutes

As followup to discussion at the September 18 MCT Board meeting, the Personnel Committee revised the Educational Opportunities portion of its employee benefits recommendations. The new Educational Opportunities section is based on the Maryland Nonprofits' model benefits to offer tuition reimbursement for job-related coursework:

MCT is committed to the professional growth of its staff. As part of that commitment, we recognize that academic coursework is important. Thus all full-time employees who have had 3 months of service are eligible for tuition reimbursement for coursework that is job-related.

Tuition will be reimbursed as follows:

- If the course costs up to \$500, you will be reimbursed in full;
- If the course costs \$501-\$1,000, you will be reimbursed a minimum of \$500, up to a maximum of 75% of the tuition;
- If the course costs \$1,001 or more, the maximum reimbursement will be \$750.

You will not be reimbursed for books, registration fees, or travel.

The maximum tuition reimbursement paid to any employee is \$1,500 in any fiscal year (July 1 to June 30), with a company limit of \$15,000 per year for training and coursework reimbursement.

Reimbursement will be made in the following way: Two-thirds of the reimbursement will be paid to the educational institution at the beginning of the course. Upon successful completion of the course as evidenced by either a certificate or notification of final grade, the remaining one-third will be paid to the employee.

Failure to successfully complete the course with a passing grade or dropping the course will result in the employee forfeiting the balance of the tuition reimbursement. In addition, the employee will be required to repay the company in full for its two-thirds tuition payment. Furthermore, the employee will be ineligible to apply for tuition reimbursement for 12 months.

To apply for tuition reimbursement, complete a written request with a description of the course attached. This should be completed at least 2 weeks before the check is needed. Upon approval of the course, a check will be issued to the educational institution.

The Personnel Committee recognizes that the financial limits on tuition reimbursement may need to be recommended first to the Budget and Finance Committee before recommendation to the full Board for approval.

Personnel Committee members Ginny Gong, Francine Wyron, and Nancy Poole collaborated via e-mail on the development of these summary minutes.

Respectfully submitted,

*Nancy J. Poole 10/16/06*

Nancy J. Poole  
Chair