



**MCT Board Minutes  
January 20, 2010**

A meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville, Maryland on Monday, January 20, 2010. The Board members in attendance were:

Paul Amon  
Dennis Courtney  
Steven Friedman  
Gregory Hamilton  
Marion Hayes Hull  
Merrill Hessel  
Lee Klumpp

George Kosovich  
Elizabeth Ortega-Lohmeyer  
Marian Merewitz  
Charles Finn Pena  
Nancy Poole  
Della Stolsworth  
Noreene Wells

**Call to Order**

The meeting was called to order at 7:35 p.m.

Also in attendance were:

Merlyn Reineke, Executive Director  
Alysia Thaxton, Executive Assistant  
Don Katzen, Operations Director  
Debbie Billings, Accounting & Human Resources Director

**Roll Call**

The following board members are absent from tonight's meeting:

Toby Beach proxy to Lee Klumpp  
Jim Klimaski proxy to Lee Klumpp  
Jonathan Walker, Sr. proxy to Marian

**Approval of November 2009 Board Minutes**

Della Stolsworth moved and Paul Amon seconded a motion to accept the November 2009 minutes.

**President's Report**

Marian Merewitz, Board Secretary, read the minutes of the Executive committee meeting from December 14, 2009. She then read the Executive Committee minutes for January 20, 2010 (see Executive Committee Minutes at the end of document).

**Executive Director's Report**

- Executive Director, Merlyn Reineke, presented a new MCT Operational Plan to the board.

**Motion**

Merrill Hessel moved and Marian M. seconded a motion to approve the Operational Plan. Chuck requested that the cable portion be reviewed with Mitsi. The board passed the motion unanimously.

- The County has extended both the Master Contract as well as the Production Services Contract for another year.
- The Santa Cruz Access Station's Strategic Plan was distributed to the Strategic Planning Committee for perusal. There will be another meeting of the committee next week.
- Two meetings were held with Della Stolsworth to begin formulating the parameters, structure and expectations of a new Development Advisory Group. The Advisory Group is expected to be established in February 2010.

## **Committee Reports**

### **Budget & Finance Committee**

- Lee Klumpp gave the committee report. As of the end of December 2009, MCT's balance was \$986,126 in reserves and working capital. There are about 3-4 months worth of operating costs and reserves. Our liabilities are \$210,000. We are showing a surplus of \$74,153. The surplus is primarily coming from the additional revenue from the supplemental contract. The county has asked for suggestions on where we can cut our budget. The county is asking that MCT cut its budget by \$141,000 for the FY11 budget request.

## **Closed Session**

### **Training Committee**

- The computers are ready for the editing classes, the Saturday program and the home-school programs are ready to go as well.
- Studio B should be up and running on Monday, January 25<sup>th</sup>.

Gregory Hamilton, board member, Chair of the Training Committee and AMTV producer presented a check for \$1,000 to MCT.

### **Technology Committee**

- The committee met with Merlyn to discuss including the Technology committee in on future preparation for the County Budget Request.

### **Public Access Policy Committee**

The committee met to discuss the following two issues:

1) The committee recommends that if a board member violates the Code Ethics then the board will send a letter to the offending board member. The board has received a couple of complaints from MCT staff suggesting board members have over-stepped the boundary of being a board member. After discussing the recommendation the board decided to table the recommendation.

2) The committee recommends that MCT continue to support its current policy of only allowing Montgomery county residents to become Certified Producers. After discussing the recommendation, Lee recommended that the committee hold another meeting in

early March which will be open to the entire board so that the policy can be discussed further. (see Action Items 1-5)

### Personnel Committee

Summary minutes from the committee meeting were distributed to the board. There were two topics discussed at the meeting:

1) Long-term Disability Insurance – Currently only ten employees have long-term disability insurance because they were grandfathered in through the county insurance program. Long-term disability insurance through The Hartford would cost an additional \$4,400 annually.

The committee recommends that MCT provide long-term disability insurance through the Hartford for full-time employees. The recommendation next moves to the Budget & Finance Committee to determine the financial impact to the organization.

2) The Performance Planning System – The Performance Planning System will be discussed at the next committee meeting on February 11<sup>th</sup>.

Nancy Poole, Committee Chair, distributed the results from the 2009 Employee Survey. The survey results will be distributed to the staff at the All-Staff meeting Friday, January 22<sup>nd</sup>.

### Unfinished Business

None

### New Business

- The Nominating Committee will meet prior to the March board meeting to create a slate of candidates for the election of the next Board President and Secretary. The election will take place at the next meeting on March 15.

### Action Items

1. Alysia should distribute the Code of Ethics to the board for the next Public Access Policy Committee meeting so the policy regarding board violations can continue.
2. Alysia should coordinate with Marion Hayes Hull to schedule the next Public Access Policy Committee meeting in February or March.
3. Don should provide background information on requirements for Certified Producers for the next Public Access Policy Committee meeting.
4. Alysia should email the board with dates for full-board meetings for the entire year.
5. Management should come up with items that are available for the board with the AMTV logo. These items may be distinguished from staff items.

**Adjourn** – 10:10 pm

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MCT Board of Directors  
Executive Committee  
Meeting of January 20, 2010

**Call to order** – 6:05 p.m.

**Attendance**

Lee Klumpp, President  
Marion Hayes Hull, First Vice-President  
Dennis Courtney, Second Vice-President  
Marian Merewitz, Secretary

Also in attendance were:

Merlyn Reineke, Executive Director  
Don Katzen, Operations Director  
Debbie Billings, Accounting & Human Resources Director

**President's Report**

- Lee had no new discussion points.

**Executive Director's Report**

- Merlyn reviewed his power point presentation of the Operational Plan which will be presented to the full board. A vote of acceptance of the Plan, which is budget neutral at this point, will be requested after the presentation. The new Director position will be on hold until a completed plan for that specific element can be presented.
- Mitsi has requested that she have the option to include the Operational Plan with her report to the County.
- The Gazette trade out update was given.
- The County has extended both the Master Contract and the Production Services Contract for another year.
- The Quarterly Report process time was reviewed.
- The Strategic Plan update was given. The Santa Cruz Plan comparison was discussed.
- Della and staff have begun work on the structure and expectations of a new Development Advisory Group.

**Operation Manager's Report**

- Don reported that the Union negotiations are continuing with the next meeting scheduled for the end of February.
- The Studio B upgrade is complete and the clean up process has begun.
- The Production group has shot a 2-hour MLK event at Strathmore. The Monty's Ceremony was completed. A new Think Green was completed.

- A meeting with the County production people is scheduled for next week.

**Unfinished Business**

- The Employee Survey results are going to be presented at the full board meeting.
- The Whistleblower Policy was discussed.
- Marion H. presented the recommendations that came out of the Public Access Policy Committee. This will be presented to the full board this evening.

**Closed Session**

**Adjourn** – 7:35 p.m.

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Montgomery Community Television, Inc.  
Personnel Committee Meeting Summary Minutes  
January 14, 2010

The meeting was called to order by Chair Nancy Poole at 7:40 p.m. at the MCT offices. In attendance were Committee members Paul Amon, Chuck Peña (via phone), and Nancy as well as staff members Merlyn Reineke and Debbie Billings. Committee members Henry Hailstock and Sean McMullen were absent.

The first order of business was a discussion on long-term disability (LTD) insurance. Debbie briefly described the current status of LTD insurance for about 10 MCT employees. These are longtime employees who were already covered by the County's LTD insurance when several years ago it was determined that County contractors such as MCT could no longer participate in the County's insurance plans. Since that time MCT has not provided LTD insurance for new employees. The cost of the current LTD insurance is \$874.20 annually. The maximum monthly benefit is \$2,500 and minimum monthly benefit is \$100. During the last few years, one or two MCT employees annually have needed LTD benefits due to serious and even life-threatening medical conditions. Of those employees, only one had the LTD coverage and his benefits were extremely limited.

Because LTD insurance is offered routinely to full-time employees by most employers, Debbie solicited quotes from three insurers, Unum, The Hartford, and Travelers. The Travelers' quote was far beyond the other two, therefore the Unum and The Hartford quotes were presented for the Committee's consideration. Based on the comparison of benefits and cost, as well as Chuck's LTD insurance experience with The Hartford at Fairfax Cable Access, the Committee unanimously agreed to recommend to the MCT Board that The Hartford LTD insurance should be provided to full-time employees, those who work 30 or more hours per week. The estimated cost of LTD insurance for MCT's 30 full-time employees is approximately \$5,343 or \$4,469 more than the amount budgeted for insuring the current 10 employees. The monthly benefit under the new policy would provide 60 percent of salary up to a maximum of \$5,000, and the minimum monthly benefit would be the greater of \$100 or 10 percent of salary. The Committee feels strongly that the additional cost is justified because providing LTD insurance it is the responsible thing to do by a compassionate employer. Part-time employees will not be provided with this insurance coverage.

Debbie noted that short-term disability is usually handled by solicitation of sick leave donations from coworkers. This approach works well as many employees have large amounts of earned sick leave that they are willing to donate because unused sick leave is lost when an employee leaves MCT.

In the second order of business, Merlyn distributed copies of the materials relevant to the current performance management system and presented an overview of the process that will be used to update it. He is looking at best practices from other organizations with a desire to have MCT's vision reflected in the objectives and outcomes in each employee's annual performance plan, making them accountable for identified activities. The new system will also describe how performance bonuses will be earned and distributed. Merlyn will provide more information on this topic for consideration by the Committee at the February meeting.

Debbie provided the Committee with copies of the current Employee Handbook and a compilation of Administrative Procedures for reference and consideration of future updates.

In conclusion, Nancy stated that because the MCT Board is a policy-making board, the Personnel Committee will look to Merlyn and Debbie, who are responsible for day-to-day administrative management, to identify and present issues for the Committee's consideration. The Committee will meet monthly in 2010 on the second Thursday of each month except for November when the Committee will meet on the first Monday due to the Veterans Day holiday. The next meeting will be held on Thursday evening, February 11.

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

/s/

Nancy J. Poole  
Chair