

Minutes of Meeting
November 21, 2005

A meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville, Maryland on Monday, November 21, 2005. The Board members in attendance were:

Theresa Cameron
Fernando Cruz-Villalba
Ginny Gong
John Hansman
Marion Hayes Hull
Merrill Hessel
Ginny Hillhouse
Tom Hoopengardner
Jim Klimaski

Paula Moore
Nancy Poole
Carla Satinsky
Eugene Saunders
Paul Silverman
F. Noreene Wells
Francine Wyrton
John Zakian

Call to Order

The meeting was called to order at 7:38 p.m. Richard Turner, MCT Executive Director, Lynn Anne Rimmer, Jane Lawton, Marilyn Praisner, Jasmine White and Yen Chen were in attendance.

Roll Call

Gracie Rivera-Oven asked to be excused because of a family commitment. John Hansman moved and Carla Satinsky seconded a motion to excuse her. The motion carried unanimously. Bill Larson and Roald Schrack were absent without asking for Board excusal.

Montgomery County Councilwoman Marilyn Praisner addressed the Board.

Approval of minutes of September 19, 2005

Carla Satinsky moved and Paul Silverman seconded a motion to accept the September 19, 2005 minutes as they were distributed. The minutes were accepted.

President's Report

The auditors were unable to complete the FY '05 audit in time for this board meeting, so the results will be presented at the January meeting.

We are expecting to have Debbie Billings, Accounting Director, with Richard Turner's supervision, present options for a new auditing firm at the January board meeting. A minimum of three firms will be considered.

Eugene Saunders requested Francine Wyron to present the minutes from the Executive Committee meeting for November 21, 2005. (N.B. The minutes for the October 17, 2005 Executive Committee meeting were previously mailed to Board members and are attached as Addendum I to these minutes.) The November 21, 2005 Executive Committee meeting minutes are as follows:

Call to order – 6:21 p.m.

Gene Saunders, President,
Nancy Poole, Immediate Past-President
Fernando Cruz-Villalba, Vice-President
Paul Silverman, Second Vice-President
John Hansman, Treasurer
Francine Wyron, Secretary
Richard Turner, Executive Director

President's Report

- Technology Committee complaints regarding presentation of equipment requests:
 - Committee is not happy with the lack of choices, detail and pricing in the lists presented by Richard. The committee maintains that there is a need for a 4 or 5 year plan for upgrade and digital conversion.
 - In response to this, Richard explained that this list of items stems from the FY06 MFP request that has already been approved by the county. He agrees that there clearly is a need for an extended 4 or 5 year plan. Resources do not permit the development of this plan at present.
- On the subject of personnel actions
 - The Executive Committee supports the Executive Director's authority to take adverse personnel actions where he considers them necessary.

Executive Director's Report – Richard Turner

- Personnel Actions during Probationary Period – no actions have been taken at this time.
 - Training on performance appraisals and performance goal planning was held for management personnel.
Performance goals for appraisals – Timeline is the following:
Directors – goals will be completed within the next 15 days
Full time staff - goals completed in December, appraisals completed beginning in March
- 'On Demand' Certification and Other New Training Department Initiatives
 - Staff has raised concerns about the process, but it is do-able. Proposal for the studio class has been developed and will be initiated hopefully in January, as a fast-track process lasting 5 weeks.
- MCT Financials Update
 - Financial reports – new reports are prepared, Richard requests a review of them by the Finance committee.
 - Debbie has been looking into CD investments.
 - Overnight deposit interest can be increased by increasing the dollar amount of the nightly overnight deposit

- Other Issues
 - Original 1023 filing document request – there has still been no response.

Volunteer Initiatives Committee Update – Paul Silverman

- There will be a more complete report for the board. Reading for the blind is in place. Facility user agreement has been drafted and is in place. It was referred to the Public Access Policy Committee. Paul will address advertising and the need to advertise for classes.
- Volunteer information dissemination.
 - The committee is offering to distribute a new information questionnaire to expedite compilation of a hard-copy member directory.

Old business – none

New Business –

- Branding - channel identity discussion to be presented tonight

Adjourn - 7:29 p.m.

Jane Lawton presented a brief County Cable Office information update.

MCT Board Organizational Information Presentation

Ginny Hillhouse from the Montgomery County Council of PTAs and F. Noreene Wells from The City of Takoma Park gave brief presentations about their organizations.

The Board completed in closed session the evaluation of the Executive Director. Tom Hoopengardner moved and Noreene Wells and Carla Satinsky to raise the salary of the Executive Director by 4%. John Zakian moved and Paul Silverman seconded a motion to make the pay adjustment effective retroactive to the pay period immediately preceding the anniversary date, which was October 15. The motion passed.

Executive Director Report

A demonstration of Facil was planned for this evening but because of the length of the meeting, it will be rescheduled for the Board Informational Presentation which will be held on November 30, 2005 at 7:30 p.m.

Richard Turner presented the new branding and marketing ideas for our channels. Enten & Associates has been contracted by the county and has put together a proposal for identifying the channels. The new proposed name for the channels will be Access Montgomery, and ideas for new logos were presented. Francine Wyron moved and Carla Satinsky seconded the motion to allow Richard Turner make the final decision as to the new branding. The motion passed.

Standing and Ad Hoc Committee Reports

Bylaws Committee – The Bylaws Committee has not had a meeting since the last Board Meeting. Bylaws Committee Chair John Zakian agreed to hold two meetings of the Bylaws Committee prior to the January 15, 2006 Board meeting.

Public Access Policy Committee – The Facility User agreement has been routed to this committee to be revised. Carla Satinsky moved and John Hansman seconded that the wording of the Facility User agreement proposed by Paul Silverman and Tom Hoopengardner and revised by Jim Klimaski should be accepted. The motion passed. The document will now be reviewed by Richard and staff.

Strategic Planning Committee – The committee has not met since the last Board meeting, however at the November 30, 2005 Board Informational Presentation meeting, Richard Turner will present material on work plan prioritization which has previously been discussed within the Strategic Planning Committee.

Information Policy Committee – No report will be given because the committee chair has left the Board meeting.

Budget and Finance Committee – John Hansman reported that the committee did not meet, but John followed up with the staff on the issue of a more aggressive and varied investment policy. Information on CD opportunities and rates has been collected, and Richard and Debbie have arranged for more investments to be made.

Personnel Committee – Nancy Poole reported that the Personnel Committee has met since the last Board Meeting. The Committee is going to move forward on revising the employee handbook.

Volunteer Initiatives Committee – Paul Silverman reported that the first meeting of the Volunteer Initiatives Committee was held on October 5th. A large number of issues came up based on the volunteer survey report. A list of recommendations was presented to the Executive Committee. Richard Turner requested that the recommendations be prioritized, and a list of priorities was generated by the Executive Committee. Topics touched on were membership recruitment, advertising, on-demand certification, a membership directory, and reading for the blind.

Technology Committee – Merrill Hessel reported that the Technology Committee did meet. The committee would like a 4 year plan created for implementation of capitol equipment purchases, and would like more detail about why purchases should be made. The Finance Committee should be consulted on this matter. Tom Hoopengardner moved and Merrill Hessel seconded the motion to approve the recommendation of the Technology Committee to purchase two DVD decks. The motion passed.

Adjourn

The meeting was adjourned at 11:44 p.m. by Eugene Saunders.

ADDENDUM I

MCT Board of Directors Executive Committee

Meeting of October 17, 2005

Call to order - 7:15 p.m.

Gene Saunders, President,
Nancy Poole, Immediate Past-President
Fernando Cruz-Villalba, Vice-President
Paul Silverman, Second Vice-President
John Hansman, Treasurer
Ginny Hillhouse, acting as secretary for Francine Wyron
Richard Turner, Executive Director

Executive Director's Report – Richard Turner

- Personnel Actions during Probationary Period
 - New positions were created with 130 day probationary periods. Preferred and early consideration was given to existing employees. Some employees in key positions are chronically inadequate, however, according to the executive director.
 - Richard has consulted MCT's lawyer. Preliminary consult indicates MCT is able to hire and fire at will. Nancy said the employee handbook reiterates employment is at the will of MCT. John said procedure is detailed in the handbook.
 - John suggested to Richard, who is engaged in rewriting the procedure in the handbook, that consultation with the lawyer on prospective changes would be appropriate.
 - Richard noted that there are also union stipulations regarding procedure. Fernando noted that union and MCT job descriptions must be aligned.
 - Richard said the recruitment process in the past has not allowed us to choose candidates regarding right fit for right job. In some instances more than desired energy and effort has had to be expended to mitigate employee inadequacy issues and accomplish tasks.
 - Committee members expressed concern: about employees doing the minimum amount unless pushed and about employees with historical deficiencies continuing. Members expressed concern about longstanding lackluster performance on the part of specific employees and expressed the need to take action.
 - Paul: Requests firm legal opinion, in writing, asks for documentation, and asks if past continuance of appointment injures a case to terminate. He noted a desire not to be capricious and arbitrary. In some cases, members noted, a continuation of probation may be appropriate.

- ‘On Demand’ Certification and Other New Training Department Initiatives
 - Richard described attached so-called “On Demand” certification proposals.
 - Executive Committee members discussed the need for additional training routes.

- MCT Financials Update
 - See attached. Richard said the audit is underway. They have not yet been on site, but auditors will be at the November full board meeting.

- Other Issues
 - Richard described the strategic work plan summary chart for 2005-2010, planning and implementation of projects.

Volunteer Initiatives Committee Update – Paul Silverman

- Paul Silverman gave a report of discussion items and suggestions from the Volunteer Initiatives Committee. Gene suggested the Executive Committee members prioritize the suggestions.
- The committee submitted a proposed revision of the facility user agreement to members of the public access committee.

Adjourn - 9:50 p.m.