

**MEETING MINUTES
CABLE TELEVISION ACCESS CORPORATION
BOARD OF DIRECTORS**

February 12, 2018, Legislative Chamber, 1819 Farnam Street, Omaha, Nebraska

Present: John Fullerton
Buster Brown
Dennis Lee
Drew Theophilus
Buck Weyerman

Absent: Mary Williams

Staff: Stacey Hultquist, Law Department
Todd Thorsheim, Finance Department
Liz Birkel-Leddy, City Council Staff Assistant
Toni Hansen, Recording Secretary

1. The meeting was called to order by President John Fullerton.
2. Announcement of Open Meeting

A current copy of the Open Meeting Act is posted in a white binder on the east wall of the Legislative Chambers.

3. Approval of Agenda

Motion by Mr. Weyerman, second by Mr. Brown, to approve the agenda as presented.

All in favor.

4. Approval of Minutes

Motion by Mr. Brown, second by Mr. Lee, to approve the minutes of the January 8, 2018, meeting as presented.

All in favor.

5. Reports

The Knowledge Network – A report was provided to the board, but no representative was present at the meeting

Cox Communications – No report was provided.

CenturyLink – No report was provided.

6. Staff Reports

Studio Update

Mike Wallace, the new Studio Manager, was present and addressed the board. Mr. Wallace explained to the board that he is working to understand the system, scheduling and programming. Mr. Wallace said his goal is to bring as many people into the studio as possible and to start building more shows as well as promoting the shows they currently have. He indicated he would like to have an open house once the weather gets a little bit nicer. Mr. Wallace reported that he is working on an updated logo for the network. He told the board that he's open to their ideas but his goal is to continually add programming and add awareness to that programming on air and via Facebook and the website.

Staff Update

Ms. Birkel-Leddy explained that she's been working with Mr. Wallace to bring him on board. She met him and Mr. Craddock out at the studio to review what is currently going on and some of the equipment. He's been shadowing and working with Mr. Craddock. Mr. Wallace is already updating and making changes for a fresh look for the station.

Mr. Lee asked that the logo be added to the agenda for the next meeting to give Ms. Hultquist an opportunity to make sure we're not crossing any lines from a legal and tax perspective.

Finance update

Ms. Birkel-Leddy summarized the attached list of bills that have been paid since January, 2018. The total of the bills paid is \$11,279.38 and the proposed reimbursement is \$59.71 to Chris Craddock for paper towels for the studio.

Ms. Birkel-Leddy provided an updated financial summary. The beginning balance for January was \$433,399, expenses totaled \$6,618 and the ending balance for January was \$426,781.

7. New Business

Board action on items from reports

Motion by Mr. Lee, second by Mr. Theophilus, to approve the reimbursement of \$59.71 to Chris Craddock for paper towels for the studio. All in favor.

Approval of lease with Signworks, Inc.

Ms. Birkel-Leddy explained that the current lease agreement with Signworks runs out at the end of March. She presented a five year lease renewal to the board for their approval. The proposed increase per year is 4%. Since the franchise agreement with Cox ends in 2022, Signworks has agreed to cut off the fifth year of the lease making it a four year renewal. Ms. Birkel-Leddy has not received the revised lease renewal but Ms. Hultquist indicated the board could approve the agreement and authorize President Fullerton to sign it once it is received.

Motion by Mr. Brown, second by Mr. Theophilus, to approve the four year lease with Signworks, authorizing John Fullerton to sign the agreement retroactively once Signworks has provided the revised agreement. All in favor.

Discussion/Action on Chris Craddock's contract

Ms. Birkel-Leddy explained that in her previous discussions with Chris Craddock he indicated he would stay on at the station at his previously contracted pay rate. She said that in the past month that has changed and he has indicated he would like to stay at the \$30 per hour and go back to the Assistant Production Manager position.

Ms. Hultquist updated the board on his past contract resolutions, explaining that the language in Mr. Wallace's contract indicates that "the corporation shall contract with an assistant operator to work under the station manager's supervision for a maximum of 30 hours per week and an agreed upon pay rate of

no more than \$15 per hour with a maximum annual amount of \$25,000. The actual hourly rate and the annual amount will be determined by the board at the time of contracting with the assistant operator. In contracting with the assistant operator, the board will seek and accept recommendations from the station manager but the board will be the contracting entity." Ms. Hultquist noted that prior to his acting as interim studio manager, Mr. Craddock's rate of pay was \$12 per hour. She indicated that a 30 day notice is required of any contract change.

Ms. Birkel-Leddy explained to the board that she could not make a recommendation of \$30 per hour for the type of work that is being done but \$15 per hour would be a fair rate of pay for that position.

When asked for his thoughts, Mr. Wallace indicated that in the short time he has known Mr. Craddock, he has found him to be a positive, good, hard worker who gets done what needs to get done. He would be an asset to keep on. He said the money is out of his hands but he suggested some type of middle ground.

Mr. Lee questioned Ms. Birkel-Leddy if the funding would support \$15 or more per hour. Ms. Birkel-Leddy responded she has not had an opportunity to look at it but she indicated she would be comfortable if we could meet somewhere between \$15 to \$30 and reducing the number of hours he works.

Motion by Mr. Weyerman, second by Mr. Lee, to offer Chris Craddock \$20 per hour with a 30 hour cap per week.

Before a vote was taken, a member of the public addressed the board.

Anthony Yates, 4429 South 26 Street, was present and addressed the board. Mr. Yates stated that Chris Craddock was a good worker and money should not be the issue. He said the board should work with him.

Mr. Fullerton stated there was a motion on the floor and asked if there was any further discussion about allowing staff to enter into negotiations with Mr. Craddock.

Mr. Theophilus suggested giving Ms. Birkel-Leddy and Mr. Wallace more flexibility in negotiating with Mr. Craddock to secure a contract.

Mr. Lee asked Mr. Weyerman if he would be willing to amend his motion to give them authority to negotiate and then bring it back to the board for approval.

Following further discussion about an hourly rate and the number of hours to allow Mr. Craddock per week, the following amendment was made.

Motion amended by Mr. Weyerman, seconded by Mr. Lee, to authorize Council Staff Assistant, Liz Birkel-Leddy to commence negotiations with Chris Craddock to continue in his capacity as a Production Assistant at an hourly rate not to exceed \$25 per hour for 30 hours per week. If there is an agreement in those parameters, rather than this being an amendment to his current contract, a new contract will be drawn up which will supersede any previous contracts.

Yeas: Fullerton, Lee, Brown, Weyerman

Nays: Theophilus

Motion approved.

Studio Cleaning Contract

Ms. Birkel-Leddy explained that it has been brought to her attention about changing the cleaning company out at the studio. Mikaela Layson from Signworks gave Ms. Birkel-Leddy the contact information for the company they use. Mr. Wallace met with the company and they provided a quote of \$135 per month for cleaning one time per week. The current contract is \$250 per month for cleaning two times per week. Ms. Birkel-Leddy told the board that the current contract is not held with CTAC but is between Jim Nelson Media and LP Custodial. She asked for the board's approval to move forward with a contract with this company and to cancel the contract with LP Custodial.

Motion by Mr. Brown, second by Mr. Weyerman, to approve a contract with Advantage Office Cleaners for custodial services at the KPAO Studio.

All in favor.

8. Old Business – none.
9. Appeals – none.
10. Public Comments – none.
11. Executive Session – none.
12. Next Meeting Date

The next regular meeting is scheduled for April 9, 2018, at 4:00 p.m., in Legislative Chambers.

13. Adjournment
5:27 p.m.



Secretary

Cable Television Access Corporation

PAYMENT OF BILLS

February 12, 2018

Paid invoices based on prior Board approval

DATE	VENDOR	DESCRIPTION	AMOUNT
1/5/2018	LP Custodial	Custodial Service for January	249.50
1/5/2018	Signworks, Inc.	Monthly Rent - January	3,097.00
1/29/2018	Signworks, Inc.	Monthly Rent - February	3,271.88
2/1/2018	Cody Van Dorin	Monthly Payment - January	372.00
2/1/2018	Chris Craddock	Monthly Payment - January	3,952.50
2/1/2018	LP Custodial	Custodial Service for February	249.50
2/5/2018	Malcolm Thomason	Monthly Payment - January	87.00
		TOTAL	\$11,279.38

Proposed purchases/reimbursement approvals

VENDOR	DESCRIPTION	AMOUNT
Chris Craddock	paper towels from Supplyworks	59.71
	TOTAL	\$59.71

**CABLE TELEVISION ACCESS CORPORATION
FINANCIAL SUMMARY**

	Final December 2017	Projected January 2018	Projected February 2018	Projected March 2018	Projected April 2018	Projected May 2018	Projected June 2018	Projected July 2018	Projected August 2018	Projected September 2018	Projected October 2018	Projected November 2018
BEGINNING BALANCE	\$446,075	\$433,399	\$426,781	\$415,947	\$405,114	\$394,280	\$583,447	\$572,613	\$561,780	\$550,946	\$540,113	\$529,279
<i>Costs:</i>												
Contractors	8,925	0	6,916	6,916	6,916	6,916	6,916	6,916	6,916	6,916	6,916	6,916
Equipment	0	0	0	0	0	0	0	0	0	0	0	0
Facility	3,704	6,618	3,818	3,818	3,818	3,818	3,818	3,818	3,818	3,818	3,818	3,818
Other	48	0	100	100	100	100	100	100	100	100	100	0
Capital	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL COSTS	\$12,676	\$6,618	\$10,834	\$10,834	\$10,834	\$10,834	\$10,834	\$10,834	\$10,834	\$10,834	\$10,834	\$10,734
<i>Revenue:</i>												
PEG Revenue	0	0	0	0	0	200,000	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	0	0	0	0	0	200,000	0	0	0	0	0	0
ENDING BALANCE	\$433,399	\$426,781	\$415,947	\$405,114	\$394,280	\$583,447	\$572,613	\$561,780	\$550,946	\$540,113	\$529,279	\$518,546

CTAC Board Meeting -
February 12, 2018