

**MINUTES
PUBLIC SESSION
BOARD OF DIRECTORS
CORPORATION FOR PUBLIC BROADCASTING
WASHINGTON, D.C.
Monday, October 15 – Tuesday, October 16, 2018**

Call to Order

Chair Gilbert called to order the public session of the Board of Directors at 9:30 am Eastern Time. The following directors participated:

Lori Gilbert, Chair;
Bruce Ramer, Vice Chair;
Patty Cahill;
Ruby Calvert;
Judith Davenport;
Howard Husock (joined the meeting in progress at 12:23 pm Eastern Time);
Laura G. Ross; and
Liz Sembler.

The following officers and staff were also in attendance:

Patricia Harrison, President and Chief Executive Officer;
Steve Altman, Executive Vice President and Chief Policy and Business Affairs Officer;
Michael Levy, Executive Vice President and Chief Operating Officer;
Teresa Safon, Chief of Staff and Corporate Secretary;
West Smithers, Senior Vice President and General Counsel;
Bill Tayman, Chief Financial Officer and Treasurer;
Anne Brachman, Senior Vice President, Government Affairs;
Tish King, Senior Vice President, Communications;
Ted Krichels, Senior Vice President, System Development and Media Strategy;
Kathy Merritt, Senior Vice President, Journalism and Radio;
Maja Mrkoci, Senior Vice President, TV Content and Innovation;
Deb Sanchez, Senior Vice President, Education and Children's Content Operations;
Cara Dalrymple, Vice President, Human Resources;
Mary Mitchelson, Inspector General; and
Sarah Kildall, Board Affairs Manager.

The following guests were also in attendance:

Anne Schelle, Managing Director, Pearl Group Consortium; and
Dennis Wallace, Managing Partner, Meintel, Sgrignoli and Wallace.

Adoption of Agenda and Determination of Closed Status

Chair Gilbert called for a motion to adopt the meeting agenda and close the meeting for agenda items 7, 8 and 12. Upon motion duly made and seconded, the agenda was adopted as presented. *(7 in favor, 1 absent)*

Invitation to Disclose Conflicts of Interest

In accordance with the CPB Code of Ethics for Directors, Chair Gilbert invited directors to disclose possible conflicts of interests regarding the meeting agenda.

Approval of Minutes

Chair Gilbert called for a motion to approve the public session minutes of the July 16-17, 2018 and August 27, 2018 meetings. Upon motion duly made and seconded, the minutes were approved as presented. *(7 in favor, 1 absent)*

Ms. Calvert recommended that posting public session minutes on the CPB website be formally adopted as a policy. Upon motion duly made and seconded, the proposed policy was approved. *(7 in favor, 1 absent)*

Chair's and Directors' Remarks

Chair Gilbert thanked the CPB management and staff for their work and support during her tenure as board chair. Chair Gilbert also thanked Vice Chair Ramer for his counsel and guidance and the members of the Board for their support.

Resolution of Condolence for Susan Howarth, President and CEO, WEDU

Ms. Sembler presented the resolution of condolence for the family and friends of the late Susan Howarth, president and CEO of WEDU in Tampa. Upon motion duly made and seconded, the resolution was approved. *(7 present, 1 absent)*

President's Report

Ms. Harrison thanked Chair Gilbert and Mr. Ramer for their leadership and commitment to CPB's mission.

Ms. Harrison reported that the appropriations act referred to as the "minibus" – the Department of Defense and Labor, Health and Human Services (Labor-H), and Education Appropriations Act of 2019; and the Continuing Appropriations Act of 2019 – was signed by the President on September 28. The bill provides CPB with an advance appropriation of \$445 million for FY 2021 and reconfirmed CPB's FY 2019 of \$445 million. The bill also provides \$27.741 million for Ready To Learn and \$20 million for a public broadcasting interconnection system. Bipartisan support for CPB's appropriation is an affirmation of CPB and public media's value to the American people.

Ms. Harrison reported that CPB's investments in local and regional journalism collaborations, as well as public safety and emergency alerts, allowed for timely response in helping stations affected by Hurricanes Florence and Michael.

Ms. Harrison reported that as part of CPB's priority to support a healthy, effective and efficient public media system, grants have been provided to to KOCE and KCET to research the advantages of consolidation. On October 1, Southern California station PBS SoCal and Los Angeles-based public media station KCET Link Media Group formed a new public media organization called the PBS Station Public Media Group of Southern California. The new organization will make programs from its consolidated collection available for streaming on any internet-connected screen, on seven Southern California broadcast channels, and on one national satellite channel. The combined strengths and capacities of these two stations – including the increased ability to produce content for diverse local audiences, as well as national audiences –

will benefit the citizens of greater Los Angeles, Southern California and the system as a whole. Ms. Harrison thanked Mr. Ramer for his invaluable support in the successful merger.

Ms. Harrison reported on her visit to Idaho Public Television and CPB's support for their journalism and education initiatives. Ms. Harrison also reported on her visit to Cleveland, Ohio, where three public media stations – ideastream, CET in Cincinnati, and WOSU in Columbus – co-hosted the live digital forum “Talking Jobs with Ohio's Next Governor.” This event, part of the *American Graduate: Getting To Work* initiative, brought young Ohioans to ideastream's studio for a conversation with Ohio gubernatorial candidates, Richard Cordray (D) and Mike Dewine, (R), about jobs and career opportunities. “Talking Jobs” utilized digital technology combined with direct engagement with the community. The program will also air as a one-hour broadcast later in October 2018.

Ms. Harrison reported that PBS programs received 45 nominations and won seven News and Documentary Emmy awards. FRONTLINE and Independent Lens each won two Emmy awards. POV's “Last Men in Aleppo” and “The Farthest – Voyager in Space” as well as the Ken Burns/Lynn Novick documentary, “The Vietnam War” each won an Emmy. NOVA executive producer Paula Apsell thanked CPB for its support when she received the lifetime achievement award at a ceremony at Lincoln Center in New York.

Chair Gilbert thanked Ms. Harrison for her report. Discussion ensued about the importance of station visits and engagement with the station community.

Legislative Update

Ms. Brachman reported that for the first time in more than 20 years, Congress passed the Labor-H appropriations bill before the start of the new fiscal year. With CPB's two-year advanced funding, on-time funding provides CPB and its grantees the certainty that the appropriation remains whole and will not be affected by any across-the-board cuts or rescissions (which can be included in continuing resolutions). CPB's next budget and appropriations work will begin in February 2019 with the submission of CPB's FY 2020-2022 budget justification to Congress, which was approved by the Board in July.

Ms. Brachman reported that Congress passed the Music Modernization Act, bipartisan legislation that revises music licensing provisions in the Copyright Act. NPR worked closely with Congress on this legislation to ensure protections for public radio stations.

Ms. Brachman reported that Members of Congress recognize the value of their local stations because they hear about it from everyday viewers and listeners. Over the last five years, CPB has engaged with staff on the Hill providing briefings on a range of topics including the spectrum auction, interconnection and CPB's stewardship of the federal appropriation, providing honest assessments of the resources the system needs to fulfill public media's mission. For example, over the last three appropriations cycles, Congress has worked with CPB to transition interconnection funding to a secure, annual funding cycle.

Update on Innovation in Education

Ms. Sanchez reported the changing education environment; the effects of digital technology and students on that environment; teachers' responses to those changes; and CPB's work to maintain and advance public media's education mission.

Ms. Sanchez reported on the increasing prevalence of technology in the classroom and the forces that drive it. CPB continues to monitor these trends for opportunities for public media. With CPB support, public media is adopting a multiplatform approach to make public media's educational programming available anytime and anywhere. CPB is also helping teachers integrate technology effectively into their teaching.

Ms. Sanchez reported on CPB's three education priorities: 1) innovations in content; 2) innovations in user experiences; and 3) thought leadership and station innovation. CPB's role as a leader in the public media system is to ensure that content has a high educational value and is appealing and accessible to the public media audience wherever they consume content. It is also critical to support the local work of stations, especially for underserved audiences and in rural and high-poverty communities.

Ms. Sanchez reported on content experiments that focus on design, format, and other considerations that help target audiences on more platforms. Research conducted prior to the launch of the PBS Kids Channel showed that a significant number of children watch television during the hours when public media stations run general audience programming. The PBS Kids Channel makes available high-quality, educational programming for children at all times. CPB's investments in streaming media, and new innovations around combining videos and gaming, are helping PBS Kids reach and engage children, especially those in households that are broadcast-only. CPB is researching investing in podcasts and other audio tools that combine reading and listening skills to increase student comprehension, which helps teachers as 15 states now require learning objectives around listening.

Ms. Sanchez reported that expectations are also shifting around education and its connection to the workplace. Through CPB's initiative *American Graduate: Getting to Work*, public media is addressing the workforce skills gap.

Ms. Sanchez reported on new platforms that are essential to maintaining audience connections. A recent survey by Pearson Education found that nearly 50 percent of teenagers and young adults spend at least three hours a day on YouTube, and platforms such as Instagram and Snapchat. CPB's goal is to ensure that public media content reaches young users on these platforms.

Ms. Sanchez reported on CPB's work through Ready To Learn (RTL) focusing on personalized learning, data analysis, and competency-based models. In the current RTL initiative CPB is helping to develop broadcast and digital content in two areas: science and literacy. RTL is using data to assess learners' needs, which allows public media producers and game designers to create content and customized educational experiences for children who learn at different rates. *Molly of Denali*, a program funded by CPB and RTL and scheduled to air on PBS in 2019, will be the first new property to be developed with these design principles in mind.

Ms. Sanchez reported that PBS LearningMedia is another example of how public media focuses on innovations in content and user experience. CPB provided funds to WGBH to create media-rich interactive lessons that sequence content, student activities, question prompts and quizzes in one digital lesson plan. WGBH also developed a process by which public media producers can create their own interactive lessons. Ms. Sanchez reported that in 2019 CPB will support innovations to PBS LearningMedia in content and functionality, as well as a research study on the content's impact on learning.

Ms. Sanchez reported that it is CPB's responsibility to help the public media system navigate the rapid-changing education environment, and provide ways for stations to learn about trends and new approaches to their work in the education space. In 2017, CPB worked with the National Educational Telecommunications Association (NETA) and public media stations to redefine what it means for public media to meet its education mandate in this new environment. CPB, in conjunction with NETA, developed the Thought Leader Forum to provide a system-wide platform to discuss the future of public media's work in education. CPB also awarded planning grants to 50 stations to evaluate their education service. CPB and NETA are co-hosting another Thought Leader Forum in Salt Lake City, Utah, to take place January 21-23, 2019.

Ms. Sembler asked if the shift in personalized learning experiences and consumption habits is generational. Ms. Mrkoci reported that the Digital Culture Accelerator is providing an opportunity for stations to accomplish more in the digital space and increase community engagement.

Mr. Ramer asked about local and state boards of education, whether they coordinate, and if their focus is on the quality of content. Ms. Sanchez reported that the Chief Council of School State Officers (CCSSO) examines learning models and attempts to update educational policies but teachers also independently introduce content into the classroom. Standards set by the state and school inform public media content. In terms of technology, school districts have invested in learning management systems, but these have been surpassed by Google's educational tools and offerings. CPB is focusing on ensuring that public media's content is accessible on all platforms, maintains set standards and provides learning opportunities for students.

Mr. Ramer asked about the textbook industry and digital content. Ms. Sanchez reported that while individual states drive textbook selection, digital platforms are providing learning material as well. A public media example is PBS' *Great American Read*, a national program and engagement project that promotes literature and reading. In this changing environment, CPB's goal is to maintain public media's trust as a quality, educational media partner at the national and local level while simultaneously fostering innovation and responding to the changing media environment.

Chair Gilbert thanked Ms. Sanchez for her report.

Chair Gilbert called for a break at 11:02 am Eastern Time.

Public Session resumed at 11:20 am Eastern Time.

Update on ATSC 3.0

Mr. Krichels reported on the improved ATSC 3.0 standard, commonly known as "Next Gen Broadcast TV," the first major upgrade in broadcast television since the transition to digital television in 2009. ATSC 3.0 is an Internet Protocol (IP) based system, which means it can carry internet content alongside the traditional over-the-air broadcast signal. The standard will enable interactive features like video-on-demand and advanced emergency alerts for broadcast television, delivered free with an over-the-air antenna. The transmission signals will be stronger, covering greater distances and reach deeper into buildings.

Mr. Krichels reported that in addition to ATSC 3.0, CPB is closely monitoring 5G capabilities that allow wireless phone companies to deliver ultra-HD (UHD) video directly to home receivers. CPB is tracking the evolution of ATSC 3.0 and 5G and the inevitable impacts on public media, commissioning a white paper that will be ready in 2019. Mr. Krichels introduced

Mr. Wallace, managing partner of Meintel, Sgrignoli and Wallace and Ms. Schelle, managing director of the Pearl TV Group, to further discuss these matters.

Ms. Schelle showed a video clip outlining the functions and services of ATSC 3.0. Mr. Wallace reported ATSC 3.0 will make possible more content and channels, a more robust signal in high-traffic environments, more local control; and with the latest 4K UHD technology, it can be integrated with other IP-based systems in the home. These improvements could provide public media with the opportunity to “super-serve” communities through targeted content, increased engagement and audience data collection.

Mr. Wallace reported that ATSC 3.0 is consumer-facing and offers better screen resolution and dialogue enhancement. To upgrade the system over time, components of the system can be updated without making the whole system obsolete.

Mr. Wallace reported that the FCC authorized ATSC 3.0 transmission but is not regulating station participation. The ATSC 3.0 transition will be at the discretion of each station, based on market/community needs. The voluntary station migration will occur in a rolling activation cycle. Those stations that do not participate in the transition will still need to comply with ATSC 3.0 standards especially as channel-sharing may be required in their market. Channel-sharing will also provide the best opportunity for expanding content distribution.

Mr. Wallace reported on implications for public media. The hybrid OTA/OTT content delivery system impacts the way audiences access content and non-real time content viewing will become more accessible as it will be available on devices beyond traditional television sets. Producers will need to create additional content elements to accommodate ATSC 3.0. These implications will affect station infrastructures as station-level engineers will need IT and networking skills as ATSC 3.0 is deployed.

Ms. Schelle reported that ATSC 3.0 consumer availability is expected in late 2020. It is being tested in Phoenix, Arizona, with 12 stations participating. The Phoenix market model has helped to develop an industry framework and provide a test market for consumer propositions and cable integration.

Mr. Krichels reported on the importance of collaboration with commercial broadcasters to ensure that public media stations adequately replace transmitters and equipment during the spectrum repack. Public media must provide objective guidance to the system as the transition occurs on both a local and national level. Ms. Harrison noted that ATSC 3.0 presents an opportunity for public media in terms of greater engagement through content as well as the promotion of innovation and civil discourse.

Ms. Ross asked for the average station and consumer cost during the ATSC 3.0 transition. Mr. Wallace reported that the average cost for an existing station is between \$250,000 and \$500,000 without any modifications to its transmitters. Ms. Schelle reported that consumer costs will depend on the market and manufacturing prices. Mr. Ramer asked if receivers will be available to transition current television sets and if radio broadcast will be affected. Mr. Wallace reported that Gateway and HDMI devices will allow consumers to receive and convert the ATSC 3.0 signal to Wi-Fi to display content on an existing television set without transitioning to ATSC 3.0. In terms of radio broadcast, ATSC 3.0 will have a positive effect on radio stations as they will be able to expand their coverage. Joint licensees will be able to broadcast both radio and television signals simultaneously.

Ms. Sembler asked about young viewers' consumer habits, and how ATSC 3.0 service differs from current streaming services. Ms. Schelle reported that younger viewers, such as Millennials and Generation Z, want access to content on their own terms and in set locations. ATSC 3.0 is an electronic service provider that filters content and allows users to switch content to and from different platforms without interruption. Broadcast contributes a higher quality live component to the service. Chair Gilbert inquired about audience measurement. Ms. Schelle reported that ATSC 3.0 will provide a direct relationship with the consumer, in addition to the census-level data available through broadcast and ATSC 3.0.

Ms. Calvert asked whether current HD content will be viewable on 4K UHD. Mr. Wallace reported that equipment that is currently available is 4K UHD but that non-4K content will still play in an ATSC 3.0 environment.

Chair Gilbert thanked Mr. Wallace and Ms. Schelle for their presentation.

The meeting adjourned for lunch at 12:41 pm Eastern Time.

Executive Session

At 1:41 pm Eastern Time the meeting resumed in executive session.

[The minutes for these discussions are contained in the executive session record of October 15, 2018.]

Public Session

Public session resumed at 2:11 pm Eastern Time.

Committee Chair Report – Audit and Finance

Committee Chair Ramer reported that the Audit and Finance Committee met telephonically on October 1, the first day of the new fiscal year. Mr. Ramer thanked committee members Mses. Cahill and Sembler, and Chair Gilbert, who participated ex officio.

Mr. Ramer reported that the Committee received an update from Ms. Harrison on CPB's appropriation as well as a presentation from Mr. Tayman on the proposed FY 2019 operating budget. In executive session, Mr. Levy reviewed the draft FY 2019-2021 business plan. Mr. Ramer reported that the Committee voted unanimously to forward the proposed operating budget and the draft business plan to the full board for discussion with the Committee's endorsement.

Mr. Ramer reported that the Committee also reviewed supplemental schedules for the proposed FY 2019 operating budget in executive session as well as a personnel matter that will be presented to the Executive Compensation Committee at its next meeting and to the Board at the December meeting.

Chair Gilbert thanked Mr. Ramer for his report.

Review of the Proposed FY 2019 Operating Budget

Mr. Tayman reported on CPB's proposed FY 2019 Operating Budget, which is based on CPB's appropriation of \$445 million plus projected interest income of \$4 million, allocated in accordance with the Public Broadcasting Act. Not included in the proposed operating budget are \$20 million that CPB requested for interconnection, Ready To Learn grant funds from the U.S. Department of Education, and the unspent funds from FY 2018.

For FY 2018, CPB budgeted \$2 million for interest and expects to end the year with actual operating budget earnings close to \$3.8 million. In accordance with the Public Broadcasting Act, 75 percent of the interest income will be allocated to the television programming budget and 25 percent to the radio programming budget. FY 2019 marks the eighth consecutive year that CPB has been level funded. CPB has allocated the full six percent of the appropriation, or \$26.7 million, to System Support as mandated by the statute. These funds are used for programming royalties and fees, television interconnection facilities and operations, assistance to stations for employee training programs and for other projects and activities that enhance public broadcasting.

Mr. Tayman reported that CPB has budgeted administrative costs at five percent which is \$22,250,000. For television, the allocated 75 percent, or \$297 million, is distributed as support to TV programming and to public television stations in the form of Community Service Grants (CSGs). On the radio side, 70 percent, or \$69.3 million, is provided to public radio stations as “unrestricted” CSGs and 23 percent, or \$23.3 million, as “restricted” CSGs; and the remaining seven percent of the appropriation to the Radio Program Fund. The amounts allocated to radio and television programming reflect interest income based on the \$4 million budget.

Discussion ensued regarding the 75/25 division of funds between public television and radio and the ramifications of revising the Public Broadcasting Act.

Resolution Approving FY 2019 Operating Budget

Following discussion, Chair Gilbert called for a motion to approve the resolution in the materials regarding the FY 2019 operating budget. Upon motion duly made and seconded, the resolution was approved unanimously.

Review of Business Plan

Mr. Levy reported that CPB’s FY 2019-2021 business plan is guided by the Board’s Goals and Objectives, strategic priorities, and the three Ds: Digital; Diversity; and Dialogue. The business plan provides the framework for CPB to adapt to multi-year challenges and changes in the public media landscape.

Mr. Levy reported on the three inter-related strategic priorities: 1) secure the federal appropriation; 2) sustain the public media system and increase its capacity for innovation; and 3) increase the usage of public media content and services. The first priority reflects the importance of the federal appropriation, underscored by multiple studies that have confirmed that the loss of federal support would risk the collapse of the public media system. The appropriation helps sustain public media’s mission of preserving universal service. The second and third priorities are dependent on one another. The public media system cannot be sustained without content, and services cannot be used without a system infrastructure of content creators and distribution methods.

Mr. Levy thanked CPB staff for their contributions to the development of the business and requested the meeting be closed for further discussion.

Mr. Husock requested to discuss the plan in public session without the financial figures. Chair Gilbert noted that the plan contains proprietary, financial information of programs that are still in development. Mr. Smithers stated that the plan also includes contractual information, services, and potential fund recipients that cannot be revealed publicly during negotiations, as

stated in the rationale for closing the meeting that was provided in the Board's meeting materials and the Board approved closing the meeting when the agenda was adopted.

Executive Session

At 2:32 pm Eastern Time, executive session resumed.

[The minutes for these discussions are contained in the executive session record of October 15, 2018.]

Public Session

Public Session resumed at 5:03 pm Eastern Time.

Update from the Inspector General

Ms. Mitchelson reported that the Office of the Inspector General (OIG) met or exceeded its six performance measures for FY 2018. The OIG issued nine reports: seven station audits; one management report to CPB regarding calculating indirect administrative support; and one peer review of the audit functions of another institution's inspector general. The OIG audited more than \$145 million of reported NFFS revenue from which it identified over \$16 million in overstated NFFS revenue that resulted in excess CSG payments of \$1.7 million and found \$2,497 in questioned costs related to a production grant. Also, during the year CPB assessed almost \$117,000 in penalties.

Ms. Mitchelson reported that the Inspector General Act states that the OIG is responsible for helping ensure the economy, efficiency, and integrity of CPB programming and operations. The OIG's new strategic plan for FY 2019-2023 sets out the OIG's mission and values and identifies three goals: 1) provide timely and quality projects that benefit CPB's initiatives and operations; 2) promote effective working relationships with Congress, the Board of Directors, management, stakeholders, and increase the visibility of OIG in the public media community; and 3) promote excellence and innovation in the OIG. The plan also includes strategies for achieving each goal.

Ms. Mitchelson reported on work that the OIG has initiated for FY 2019 including four new audits. The OIG is currently drafting a message to station officials that identifies issues found through past audits.

Ms. Mitchelson reported on the inspection standards set forth by the Council of the Inspectors General on Integrity and Efficiency and the resulting mandatory peer review process. The OIG is currently undergoing such a peer review. The final results, which will be graded with pass or fail, are expected in November 2018.

Ms. Mitchelson invited suggestions for areas of focus or audit. Ms. Calvert noted that the university licensee associations and large market groups, such as NETA, could be beneficial forums for discussing issues common to university licensees. Ms. Harrison noted that the Public Media Business Association (PMBA) is also a good resource for networking and finding audit ideas. Ms. Mitchelson reported that the OIG does at least two presentations at the annual PMBA conference. Mr. Husock asked if the OIG is permitted to audit the non-station entities that receive large grants from CPB. Ms. Mitchelson confirmed that the OIG is permitted to do so and noted that the OIG has audited the ITVS and the five Minority Consortia organizations. Chair Gilbert thanked Ms. Mitchelson for her presentation.

Calendar Year 2019 Meeting Dates (moved to Day 1)

Chair Gilbert invited discussion regarding board meeting dates and locations for the 2019 calendar year.

Resolution re 2019 Meeting Dates (moved to Day 1)

Following discussion and upon motion made, seconded, and carried, the following schedule was adopted unanimously:

- February 20 or 21 (Telephonic)
- April 15-16 (Washington, D.C.)
- June 24-25 (Washington, D.C.)
- September 23-24 (Washington, D.C.)
- December 9-10 (Washington, D.C.)

Review of Conflict of Interests Disclosure Form and Code of Ethics (moved to Day 1)

Mr. Smithers reported that each year, board members are required to review CPB's Conflict of Interests Policy and Code of Ethics; disclose any possible personal, familial, household, business or fiduciary relationship that reasonably could give rise to a conflict of interests or the appearance of a conflict of interests; and acknowledge by his or her signature that he or she is acting in accordance with such policy. Mr. Smithers reviewed the fiduciary duties of the Board, noting that the duty of loyalty means putting the interests of the Corporation before personal interests.

Mr. Smithers reported that the Board has been provided with a conflict of interest disclosure form under separate cover and requested that the forms be completed.

Adjournment

By common consent, the meeting adjourned for the day at 5:28 pm Eastern Time.

Public Session

Public session resumed on Tuesday, October 16 at 9:29 am Eastern Time.

Ms. Sembler participated via telephone.

Affirmative Action

Ms. Dalrymple reported on the FY 2018 Performance Report and 2019 Affirmative Action Plan. CPB annually prepares an affirmative action plan in accordance with the board resolution passed in 1975.

Ms. Dalrymple gave an overview of CPB's workforce and employment for FY 2018. She reported that CPB's workforce decreased from 98 to 97 employees and the percentages of female and minority employees remained the same. CPB female employee representation was at 66 percent at the end of FY 2018 and minority employee representation was at 40 percent. CPB reported employment information by four job groups: 1) executive/senior officials and managers; 2) first and mid-officials and managers; 3) professionals; and 4) administrative support. Representation percentages remained relatively the same from 2017 to 2018 for females in all job groups. Representation for minorities in three of the job groups increased slightly, with minority representation in the "Executive/Senior Officials and Managers" profile unchanged.

Ms. Dalrymple reviewed the affirmative action goals CPB established for 2019 which focus on improving minority representation in two underrepresented job groups. Each year, CPB establishes goals in any job group where representation of females or minorities is less than 80 percent of the census available for that group. At the end of FY 2018, CPB exceeded the goal requirements for female employment in all job groups. Accordingly, there are no required goals for female employees in FY 2019. CPB had a requirement goal in the “First and Mid-Officials and Managers” and the “Executive/Senior Officials and Managers” job groups for FY 2018 and these goals continue for FY 2019.

Ms. Dalrymple reported that CPB continues to recruit, employ and promote female and minority candidates for all vacant positions. CPB continues to examine new ways to post open positions with recruitment sites that attract a diverse external candidate pool. To enhance internal staff’s advancement opportunities, CPB implemented an Executive Leadership Training Program in January 2018 for all VPs and SVPs. Three females, including one minority, have taken advantage of the program.

Mr. Ramer asked what defines a minority and why males do not partake in the executive leadership development program. Mr. Tayman reported that minority identification is based on a voluntary self-identification of the individual. Mr. Husock asked why CPB does not voluntarily comply with the Federal Freedom of Information Act. Mr. Smithers reported that CPB is not a government agency that is required to comply with those laws, however CPB releases information upon request.

Ms. Davenport asked how CPB recruits African American candidates. Ms. Dalrymple reported on CPB’s work to recruit a diverse pool of candidates. Ms. Safon noted that Ms. Harrison has spoken at several events, including at an event at NPR with the National Association of Black Journalists (NABJ). Ms. Davenport suggested that former board member Jan Dates and her connection to Howard University serve as a resource to recruit African American employees.

Ms. Calvert asked about Equal Employment Opportunity (EEO) requirements and the CPB job line. Ms. Dalrymple reported that EEO information about a candidate is provided only when the individual is selected for an interview and voluntarily provides that information.

Chair Gilbert thanked Ms. Dalrymple for her report.

Resolution re Affirmative Action

Chair Gilbert called for a motion to approve the Affirmative Action Plan. Upon motion duly made and seconded the resolution was approved unanimously.

Election of Chair and Vice Chair

Chair Gilbert thanked the Board and management for their support throughout her tenure. Chair Gilbert nominated Mr. Ramer to serve as the next chair, which was seconded by members of the Board. Hearing no other nominations, Chair Gilbert called for a motion to close the floor to nominations for chair. Upon motion made and seconded, the Board voted unanimously to close the floor to further nominations. Chair Gilbert called for a motion to suspend the usual procedures for election of the chair and vote by general consent. Upon motion made and seconded, the Board voted unanimously to suspend the procedures and elect Mr. Ramer by acclamation as chair of the Board.

Mr. Ramer nominated Ms. Cahill for the position of vice chair. Mses. Davenport and Ross seconded the nomination. Hearing no other nominations, Chair Gilbert called for a motion to close the floor to nominations for vice chair and vote by general consent. Upon motion made and seconded, the Board voted unanimously to close the floor to nominations and elected Ms. Cahill to serve as vice chair.

Mr. Ramer expressed his gratitude to the Board for electing him to serve as chair. Mr. Ramer presented Chair Gilbert with a commemorative gavel on behalf of CPB in appreciation for her service as chair. Board members thanked Chair Gilbert for her leadership, dedication and service to CPB these past two years.

Future Agenda Items

Ms. Calvert asked to follow up on board meeting locations for 2019, at a future meeting.

Adjournment

The meeting adjourned at 10:05 am Eastern Time.