



**HARBOR COMMUNITY  
BENEFIT FOUNDATION**

**BOARD OF DIRECTORS MEETING MINUTES**

October 10, 2014

Wilmington Municipal Building

544 N. Avalon Blvd., Wilmington, CA 90744

**Sean Hecht, Chair, Presided, Call to Order: 10:07 am**

**Board Members Present (5):**

Sean Hecht, Chair; Michele Prichard, Vice Chair; Jesse Marquez, Secretary;

David Sloane, Director; and Kathleen Woodfield, Director

Absent: Silvia Prieto, Treasurer; Peter Peyton, Director (2)

Legal Counsel: Michael Jenkins, Jenkins & Hugin, LLP

HCBF: Executive Director, Mary Silverstein

**ITEM A. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

(none)

**ITEM B. EXECUTIVE DIRECTOR REMARKS & STAFF PRESENTATIONS**

**Staff Presentations:**

**1. Executive Director Remarks**

- **Land Use Study RFP – 9 Proposals under review**
- **Announcements: Health & Environmental Funders Network (HEFN) Conference on October 27-28 – Michele Prichard and Mary Silverstein to lead Port Tour for national conference.**

**2. Staff Remarks, Meghan Reese, Program Associate**

- **Request for Proposals (RFP) released August 8, 2014**  
**Meghan announced the Harbor Schools STEAM Initiative guidelines were amended to clarify Tidelands nexus. Due date was extended until October 27, 2014 at 4:00 pm.**
- **Marketing: HCBF Website facelift**  
**Meghan presented slides of the fresh new look for the HCBF website, highlighting its competitive grant programs, community engagement, and independent research. This is an ongoing project and Staff will report to the Board periodically as updates are made.**

**3. Staff Report - Community Benefit Grants, Round 2, Revisions**

**Mary Silverstein reported three (3) of the 23 grant recommendations in the August 15, 2014 Board Action are under continuing review, for a total of \$50,000. These projects were not brought before the Board of Harbor Commissioners (BOHC) for funding.**

### ITEM C. BOARD MEMBER REMARKS

Kathleen Woodfield remarked on the competitive grant cycles, emphasizing that the Board and Staff be mindful of not narrowing the nexus to port impacts.

Sean Hecht, David Sloane and Michele Prichard commented on the progressive, and successful collaboration of the staff, HCBF Board, State Lands Commission, and Port of LA staff.

### ITEM D. GUEST PRESENTATIONS

(none)

### CONSENT ITEMS

#### ITEM 1. REVIEW AND APPROVE MINUTES OF HCBF BOARD MEETING DATED AUGUST 15, 2014

**Board Resolution:**

Board resolves to approve the minutes of the HCBF Board meeting dated August 15, 2014.

Motion to approve the consent items by D. Sloane, seconded by M. Prichard

Ayes: (5) S. Hecht, J. Marquez, M. Prichard, D. Sloane, and K. Woodfield

### REGULAR ITEMS

#### ITEM 2. HEALTHY HARBOR, ROUND 4, RECOMMENDATION TO ANNOUNCE \$500,000 IN AVAILABLE FUNDS

**Staff Presentation: Meghan Reese, Program Associate**

Meghan presented a recap of Healthy Harbor Grants, Rounds 1-3. Healthy Harbor is a highly competitive grant program. Designed to address health impacts attributed to Port and Port-related operations in the communities of San Pedro and Wilmington, the program's priorities include a) diagnosis and treatment; b) medical supplies; and c) access to healthcare services, outreach, and education. In the past three funding rounds, HCBF awarded \$1,350,000 in grants, ranging in size from \$8,000 to \$203,000; with an emphasis on respiratory care

Staff recommended the announcement of \$500,000 in available funds for the fourth annual round of Healthy Harbor grants, with applications due by 4pm, Friday, December 5, 2014.

**Board Resolution:**

- A. Approve an allocation of PCMTF grant funds in the amount of \$500,000 for HCBF's Healthy Harbor Grant Program, soliciting projects and programs that mitigate the health impacts attributed to Port and Port-related operations in the communities of San Pedro and Wilmington;
- B. Approval of the Healthy Harbor, Round 4 Application Guide, in substantial form; and
- C. Formation of an ad-hoc committee to review submissions for Healthy Harbor, Round 4. Ad-hoc committee was formed to include Silvia, David, and Jesse. Michelle Prichard is an alternate for Jesse.

Motion by D. Sloane, seconded by K. Woodfield

Ayes: (5) S. Hecht, J. Marquez, M. Prichard, D. Sloane, and K. Woodfield

**ITEM 3. PRESENTATION OF INTERNAL FINANCIAL REPORTS AS OF SEPTEMBER 30, 2014**

Exec. Director Mary Silverstein presented HCBF's internal third quarter financial reports, reconciled by Kathy Walsh, CPA, NFM Solutions, reviewed and approved by the Board Treasurer, Dr. Silvia Prieto, consisting of:

- 1) Operating Expense Budget Summary as of Sept 30, 2014
- 2) Statement of Activities for Nine Months ended Sept 30, 2014
- 3) Projects & Programs Summary – PCMTF funded & HCBF Board Committed
- 4) Combined Statement of Financial Position as of Sept 30, 2014
- 5) Projects & Programs Expenditures with Projections through Dec. 2014
- 6) Combined Statement of Cash Flows as of Sept 30, 2014

**Board Received and Filed the financial reports**

**ITEM 4. REVIEW AND APPROVAL OF CALENDAR YEAR 2015 OPERATING BUDGET FOR HCBF**

Reviewed and approved by the Board Treasurer, Dr. Silvia Prieto, Mary Silverstein presented a report on the Port Community Mitigation Trust Fund project and program expenditures, from inception to date, and the actual administrative expenditures for 9 months in 2014, with a projection for the final 3 months, followed by a recommendation for its 2015 Operating Budget, compared to the 2013-2016 Strategic Plan.

Kathleen Woodfield commented that she is proud of the hard work and expertise that goes into running HCBF, especially the detail in the quarterly financial reports.

David Sloane suggested that the allocation of funds for Community Engagement should be higher for the next year in the event that more is needed.

**Board Resolution:**

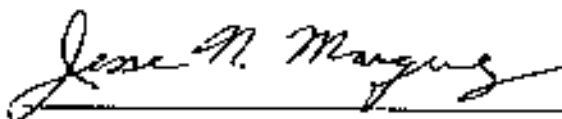
1. Approve and adopt the 2015 HCBF Operating Budget totaling \$511,700.
2. Authorize the Executive Director to apply budget savings, in the amount of \$29,700 from the 2014 operating budget
3. Authorize the Executive Director to a) present the 2015 annual operating budget in the amount of \$511,700, to the LA Board of Harbor Commissioners (BOHC), for its concurrence; and b) execute a joint letter with the BOHC, or its designee, to approve the distribution of funds in one lump sum transfer from the Port Community Mitigation Trust Fund to HCBF, in an amount not-to-exceed \$482,000 to sufficiently fund the 2015 annual operating budget.

Motion by M. Prichard, seconded by D. Sloane

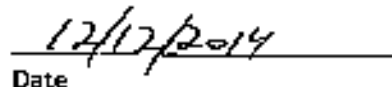
Ayes: (5) S. Hecht, J. Marquez, M. Prichard, D. Sloane, and K. Woodfield

**ITEM 5. MEETING ADJOURNED at 11:54 am by Chair S. Hecht**

*I hereby certify that these minutes have been approved.*



Jesse N. Marquez, Secretary

  
Date