

APPROVED 2012.01.19

**MINUTES**  
*Of*  
**The HARBOR COMMUNITY BENEFIT FOUNDATION**  
**October 18, 2011**

Location: 350 W. 5<sup>th</sup> Street, San Pedro, CA 90731

Time Started: 7:08 PM

**Present:** Chair Sean Hecht, Vice Chair Michele Prichard, Treasurer Silvia Prieto, Secretary Jesse Marquez, Director Peter Peyton, Director Kathleen Woodfield (6)

**Absent:** Director Jim Sadd (1)

**STAFF:** Mission Infrastructure - Mark Vargas, Project Manager (Interim Executive Director, HCBF); Arturo Alvarez, Project Associate (Board Administrative Assistant)

**COUNSEL:** Serena Lin, Public Counsel

**CHAIR SEAN HECHT PRESIDED**

**ITEM NO. 1 OPENING STATEMENT – AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD ON NON-AGENDA ITEMS**

Chair S. Hecht called on comments from the public. There were no comments from the public.

**ITEM NO. 2 ADOPTION OF ROBERTS RULE OF ORDER NEWLY REVISED AS THE PROCEDURAL GUIDE FOR ALL BOARD MEETINGS**

**Motion** to adopt Robert Rules of Order; motion by S. Prieto, seconded by P. Peyton, and carried with the following vote:

Ayes: Unanimous. (6)

**ITEM NO. 3 APPROVAL OF RESOLUTION AUTHORIZING OPENING OF BANK ACCOUNTS**

**Motion** to approve corporate resolution to authorize staff to open bank accounts and directing staff that two signatures must be required for fund withdrawal(s) over \$2,500, with at least one signature by a Board Director; motion by P. Peyton, seconded by M. Prichard, and carried with the following vote:

Ayes: Unanimous. (6)

CONSENT AGENDA

**ITEM NO. 4** RATIFICATION OF OFFICE SPACE LEASE

**Motion** to ratify the lease for office space at the following location: 150 W. 6<sup>th</sup> Street, Suite 100B, San Pedro, CA 90731; motion by J. Marquez, seconded by M. Prichard, and carried with the following vote:

Ayes: Unanimous. (6)

**ITEM NO. 6** APPROVAL OF HCBF BUDGET FUNDING REQUEST IN ACCORDANCE WITH SECTION 5(f) OF THE TRAPAC OPERATING AGREEMENT

Interim Executive Director Mark Vargas gave the Board a report and explanation of the process. Board members deliberated and provided feedback.

**Motion** to approve in substantial form, as amended, the HCBF budget funding request letter to be sent to the Harbor Department (with deletion of State Lands Commission reference and correction of budget amount); motion by M. Prichard, seconded by S. Prieto, and carried with the following vote:

Ayes: Unanimous. (6)

**ITEM NO. 5** APPROVAL OF CCF FUNDING AGREEMENT AS AMENDED

Legal Counsel Serena Lin gave a report and explanation of the components of the amended funding agreement.

**Motion** to strike through sentence stating City ownership of funds in clause 7; motion by K. Woodfield, seconded by P. Peyton, and carried with the following vote:

Ayes: Unanimous. (6)

**Motion** to approve the amended CCF funding agreement, as further amended by the previous K. Woodfield motion, in substantial form; motion by S. Prieto, seconded by K. Woodfield, and carried with the following vote:

Ayes: Unanimous. (6)

Recess at 8:47 PM. Reconvened at 8:57 PM.

**ITEM NO. 7** IMPLEMENTATION OF PROJECT D FROM EXHIBIT A OF TRAPAC MOU – JOB TRAINING

Chair S. Hecht removed Item No. 7 from the agenda.

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**ITEM NO. 8 DISCUSSION OF HANDLING FUNDING REQUESTS AND PROPOSALS PRIOR TO STRATEGIC PLAN IMPLEMENTATION**

Chair S. Hecht removed Item No. 8 from the agenda.

**CLOSED SESSION**

Chair S. Hecht called for closed session at 8:58 PM

**ITEM NO. 9 PERSONNEL MATTERS**

(California Government Code Section 54957)

To consider potential candidates for employment as Executive Director, and authorize Mission Infrastructure and counsel to begin negotiations with candidates.

Chair S. Hecht ended closed session at 9:25 PM

**RETURN TO OPEN SESSION**

**ITEM NO. 10 REPORT OF ANY ACTION TAKEN IN CLOSED SESSION**

Counsel reported that during the closed session, the Board discussed items on the closed session agenda, but took no reportable action.

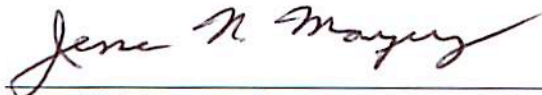
**ITEM NO. 11 STAFF COMMENTS**

There were no staff remarks.

**ITEM NO. 12 ADJOURNMENT**

Chair S. Hecht closed the meeting at 9:30 PM

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



Jesse N. Marquez, Secretary

1-19-2022  
Date