

MINUTES
of
HARBOR COMMUNITY BENEFIT FOUNDATION
Friday, May 18, 2012

Wilmington Municipal Building: 544 N. Avalon Blvd., Wilmington, CA 90744

CHAIR SEAN HECHT PRESIDED

Call to Order: 10:08 AM

Present: Chair Sean Hecht, Vice Chair Michele Prichard¹, Director Kathleen Woodfield, Director Jim Sadd (4)

Absent: Treasurer Silvia Prieto, Secretary Jesse Marquez, Director Peter Peyton (3)

Staff: Executive Director Mary Silverstein, Program Associate Arturo Alvarez

Counsel: General Counsel Michael Jenkins ² and Holly Agrusa, Jenkins & Hogin, LLP

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

Chair S. Hecht called on comments from the public for non-agenda items. There were no public comments.

ITEM NO. B STAFF ANNOUNCEMENTS

Chair S. Hecht called for staff announcements.

Executive Director M. Silverstein distributed an invitation to a Wilmington community event by proposed HCBF grantee, Tzu Chi Medical Foundation.

ITEM NO. C BOARD MEMBER REMARKS

Chair S. Hecht called on comments from the Board.

Director K. Woodfield provided comments, described history and Tra Pac Appellant program funding priorities.

Vice Chair M. Prichard announced a schedule conflict, requested to be excused at 11:30.

Chair announced due to early departure of the Chair, the order of the agenda would be changed to maintain a quorum for action items.

Note: *the minutes reflect the order in which agenda items were considered*

¹ Vice Chair M. Prichard departed at 11:30 am

² Counsel Michael Jenkins departed at 11:30 am

REGULAR AGENDA

ITEM NO. 4: HCBF LOGO PLANNING & DEVELOPMENT

Executive Director M. Silverstein made a brief introductory presentation. Program Associate A. Alvarez made a power point presentation, introducing three discrete logo themes, with variations on each theme; paired with website layout options. The Board expressed general feedback and offered direction to staff.

Motion to authorize and direct Staff, with the guidance of the *Ad Hoc* Committee on Website Development and Branding Materials, to finalize the selected logo design(s) for final approval by the Board based on Board provided input and suggestions; motion by J. Sadd, seconded by K. Woodfield, and carried with the following vote:

Ayes: Unanimous. (4)

ITEM NO. 5: HEALTH CARE GRANT PROGRAM: GRANT AGREEMENT BETWEEN LA BIOMEDICAL RESEARCH INSTITUTE AT HARBOR-UCLA MEDICAL CENTER & HCBF FOR RENOVATIONS AT THE WILMINGTON HEALTH CENTER

Executive Director M. Silverstein presented an overview of the HCBF Health Care Grant Program, with specific details regarding the Wilmington Health Center (WHC) grant proposal to launch a new Pulmonology Clinic. The proposal indicated WHC would contribute \$110,000 towards completion of the project; added to the requested HCBF funds of \$172,500 for a total project cost \$282,500. General Counsel M. Jenkins highlighted the key terms and conditions of WHC grant agreement, prepared by Jenkins & Hogin, LLC; counsel indicated the agreement, in substantial form, had been reviewed and approved by Port staff and the City Attorney.

Chair S. Hecht called on comments from the public. The following person commented:

Dr. Tyler Seto, and Dr. Donna Nagaoka, Wilmington Health Center; Grantee Justin Joe, Providence Little Company of Mary

Director J. Sadd asked if any local labor/material procurement requirements are incorporated into grant agreement and about the term of operation. General Counsel noted local hire is not discussed in the agreement, the grant agreement has term of three (3) years. Director M. Prichard made a statement in support of local labor/supply efforts.

On behalf of the Grantee, Dr. Nagaoka stated that WHC would make an effort to hire local labor and purchase materials locally.

Motion to 1) approve a Grant Agreement, in substantial form, between LA Biomedical Research Institute at Harbor-UCLA Medical Center and HCBF, in the amount of \$172,500, for renovations at the Wilmington Health Center, to open a pulmonology clinic; and \$30,592 as a contingency if HCBF determines that additional funds are needed under this contract to complete the scope of work, and 2) authorize staff to request approval from BOHC for a disbursement from the PCMTF in an amount not to exceed \$203,092, for

completion of the project; motion by M. Prichard, seconded by J. Sadd, and carried with the following vote:

Ayes: Unanimous. (4)

ITEM NO. 6: BOARD AUTHORITY FOR STAFF TO PURSUE FUNDING OPPORTUNITIES

Executive Director M. Silverstein made a presentation on this item. The Board gave general feedback.

Motion to authorize and direct staff to pursue a grant opportunity from the Cruise Industry Charitable Foundation not to exceed \$15,000, funds to be used for development of the Harbor Youth Workforce Development Plan to commence implementation of TraPac MOU Exhibit A Project D, with final board approval, in substantial form, of grant application; motion by M. Prichard, seconded by J. Sadd, and carried with the following vote:

Ayes: Unanimous. (4)

CONSENT AGENDA

ITEM NO. 1: REVIEW AND APPROVAL OF THE MINUTES OF HCBF BOARD MEETING DATED 04/20/2012

Chair S. Hecht tabled Agenda Item No. 1.

Director J. Sadd suggested that, as a general practice, Board meetings be recorded. Chair S. Hecht directed staff to (1) agendize a staff report to explore and make a recommendation regarding the recording of Board meetings for assuring accuracy of minutes; and (2) to investigate the feasibility of posting recordings on HCBF's website to further community engagement of activities of the Board.

REGULAR AGENDA

ITEM NO. 7: STAFF REPORTS - ADVISORY

HCBF staff provided advisory reports. Board made general statements.

a) Initial Off-Port Impact on Land Use Study

Executive Director M. Silverstein reported that the LA Board of Harbor Commissioners ("BOHC") voted to unanimously approve the funding from the PCMTF of the contract for the Land Use Study at their May 17 meeting. She also noted that SLC sent an email, indicating the commission had no concerns about the project.

b) Noise Impact Assessment

Executive Director M. Silverstein reported that the LA Board of Harbor Commissioners ("BOHC") voted to unanimously approve the funding from the PCMTF of the contract for the Noise Impact Assessment at their May 17 meeting. She also noted that in the same

email regarding the Land Use Study, the SLC indicated they had no concerns about this item.

Chair S. Hecht called on comments from the public. The following persons commented:

Lucy Mejia, Wilmington Citizens Committee
Skip Baldwin, Wilmington Citizens Committee

Quorum Lost: Director M. Prichard no longer present; departed at 11:30 am.

ITEM NO. 2: FINANCIAL REPORTS: HCBF OPERATING BUDGET & PORT COMMUNITY MITIGATION TRUST FUND

Executive Director M. Silverstein made a power point presentation on this item, requesting the Board receive and file the Operating Budget financial report through March 30, 2012. She also provided a report on the PCMTF committed funds and balances through May 17, 2012, including the income and loss on the fund, inclusive of investment management fees paid to date.

Chair S. Hecht directed staff to agendaize discussion on the creation of an *Ad Hoc* Committee on Investment of HCBF Funds.


ITEM NO. 3: UPDATE ON TRAPAC AIR FILTRATION PROGRAM FOR HARBOR-AREA SCHOOLS

Executive Director M. Silverstein gave a brief advisory report on this item. The \$6 million Program is administered and controlled by South Coast Air Quality Management District (AQMD), the selected contractor is IQ Air. AQMD has informed HCBF that as of April 26, 2012 no funds have been spent, and no systems have been installed. AQMD is working with LAUSD to draft a Memorandum of Agreement to permit installation. AQMD is required to keep the Appellants and HCBF apprised of the program progress.

ITEM NO. 8: ADJOURNMENT

Chair S. Hecht closed the meeting at 11:52 AM

I hereby certify that these minutes have been approved.



Jesse N. Marquez, Secretary

6-22-12
Date