

**MINUTES**  
*of*  
**HARBOR COMMUNITY BENEFIT FOUNDATION**

Friday, October 19, 2012  
San Pedro Municipal Building, Room 426: 638 South Beacon Street, San Pedro, CA 90731

**CHAIR SEAN HECHT PRESIDED**      **Call to Order: 10:10 AM**

**Present:** Chair Sean Hecht, Vice Chair Michele Prichard, Secretary Jesse Marquez, Director Peter Peyton<sup>1</sup>, Director Jim Sadd, Director Kathleen Woodfield (6)

**Absent:** Treasurer Silvia Prieto (1)

**Staff:** Executive Director Mary Silverstein, Program Associate Arturo Alvarez

**Counsel:** General Counsel Holly Agrusa for Michael Jenkins, Jenkins & Hogin, LLP

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

**ITEM NO. B**    STAFF ANNOUNCEMENTS  
Staff announced the results of the Health Care Grant Workshop, and informed the Board the Bay Area Council Economic Institute (Land Use Consultant) would make a presentation in November.

**ITEM NO. C**    BOARD MEMBER REMARKS  
There were no comments from the Board.

**CONSENT AGENDA**

**ITEM NO. 1**    **REVIEW AND APPROVAL OF THE MINUTES OF THE HCBF BOARD MEETING DATED 09/28/2012**

**Motion to approve the September 28, 2012 Minutes.**

Motion carried unanimously: Ayes: 5 (S. Hecht, M. Prichard, J. Marquez, J. Sadd & K. Woodfield)

**REGULAR ITEMS**

**ITEM NO. 2**    **APPROVAL OF OFFICE SPACE LEASE - FIRST AMENDMENT**  
Executive Director Mary Silverstein reported.

**Motion to approve the first amendment to the lease for office space located at 150 W. 6<sup>th</sup> Street, San Pedro, CA 90731, to extend the terms of the lease and authorize a move from Suite 100-B to Suite 203.**

Motion by M. Prichard and seconded by K. Woodfield.

Motion carried unanimously: Ayes: 5 (S. Hecht, M. Prichard, J. Marquez, J. Sadd and K. Woodfield)

**ITEM NO. 3**    **REPORT#1: NOISE MEASUREMENT REPORT WILMINGTON SCHOOL & RESIDENCE SOUND ATTENUATION PROGRAM**  
Matthew Jones, Project Manager with Landrum & Brown reported.

Landrum & Brown consultant gave an extensive written report with a powerpoint presentation, reporting the status of the Noise Mitigation Program assessment, in conjunction with TraPac MOU Exhibit A, Project A.

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<sup>1</sup> Director P. Peyton joined the board meeting at 10:27 AM, at the beginning of Agenda Item No. 3.

**ITEM NO. 4 SUMMARY PRESENTATION OF INTERNAL FINANCIAL REPORTS**

Executive Director Mary Silverstein reported.

The Board received and reviewed HCBF's internal third quarter financial reports (9 months), including:

- 1) Operating Budget Summary: Sept 30, 2012 Accrual and Projections through December 31.
- 2) Operating Budget: Statement of Expenses – 9 month Accruals and 3 month Projections:
- 3) Projects & Programs Summary: HCBF Committed Funding for 2012
- 4) Projects & Programs: HCBF Board Approved Expenditures – Accruals & Projections thru 2013
- 5) Balance Sheet (Consolidated) as of Sept 30, 2012 (including the Trust Fund held by CCF)
- 6) Statement of Cash flows: Unaudited as of September 30, 2012 (including the Trust Fund managed by CCF)

Board Member Sadd commented on the quality of the reports, recommending the format become a standard for future presentations. The Board discussed the performance of the Trust Fund and directed staff to report back for future consideration.

**ITEM NO. 5 DISCUSSION, REVIEW AND APPROVAL OF CALENDAR YEAR 2013 OPERATING BUDGET FOR HCBF**

Executive Director Mary Silverstein reported.

The Board received and reviewed HCBF's proposed Operating Budget for calendar year 2013.

**Motion to approve and adopt the Harbor Community Benefit Foundation's calendar year 2013 Operating Budget totaling \$499,200. Further Resolved, that staff is authorized to request from the BOHC a transfer of funds from the PCMTF in the amount necessary to fully fund HCBF's Operating Budget.**

Motion by M. Prichard and seconded by J. Sadd.

Motion carried unanimously: Ayes: 6 (Hecht, M. Prichard, J. Marquez, P. Peyton, J. Sadd & K. Woodfield)

**ITEM NO. 6 STRATEGIC PLANNING SESSION REPORT #4: GOALS AND OBJECTIVES, STRATEGIES AND TACTICS**

OD180 Consultant David Norgard and Chair S.Hecht lead the strategic planning session of the Board. Executive Director Mary Silverstein gave a staff report on this item.

Board reviewed and deliberated the "Goals and Objectives, Strategies and Tactics," Report 4. The Board directed that 1) individual Board Members be given the opportunity to provide comments to staff and the consultant, on or before October 30, 2012, and 2) submitted comments should be reviewed and considered by staff, the *Ad Hoc* Strategic Planning Committee and the consultant, and 3) a refined draft should be presented to the Board for adoption.

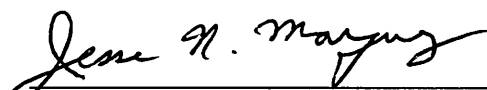
Chair S. Hecht called on comments from the public on this agenda items. The following persons commented:

- 1. Marc Ryan, Green Health Acupuncture
- 2. Drew Wood, IAQ Kids

**ITEM NO. 7 ADJOURNMENT**

Chair S. Hecht closed the meeting at 12:50 PM

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

  
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Jesse N. Marquez, Secretary

11-16-12  
Date