

MINUTES  
*of*  
HARBOR COMMUNITY BENEFIT FOUNDATION  
BOARD OF DIRECTORS MEETING  
WEDNESDAY, APRIL 24, 2013

**Regular Meeting Location:**  
Wilmington Municipal Building  
544 N. Avalon Street  
Wilmington, CA 90744

**Teleconference location:**  
Occidental College  
Hameetman Science Center, Room 208/207  
1600 Campus Road, Los Angeles, CA 90041  
(323) 259-2518

**CHAIR SEAN HECHT PRESIDED**      **Call to Order: 10:04 AM**

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

**Absent:** Director Peter Peyton (1)

**Staff:** Executive Director Mary Silverstein, Program Associates Arturo Alvarez and Ata ul Malik Khan

**Counsel:** General Counsel Michael Jenkins, Jenkins & Hogin, LLP

**ITEM A            PUBLIC COMMENT ON NON-AGENDA ITEMS**  
There were no public comments.

**ITEM B            STAFF & EXECUTIVE DIRECTOR ANNOUNCEMENTS**  
Executive Director Mary Silverstein announced that she and Chair Sean Hecht completed the Alchemy Leadership Seminars, conducted by the Annenberg Foundation.

Program Associate Ata ul Malik Khan made a visual presentation to report the success of the Wilmington Health Center - Respiratory Community Clinic Ribbon Cutting Ceremony, highlighted by keynote speaker Congresswoman Hahn and supported by Mike Christensen from the Port of LA, Adriano Martinez, NRDC; and Richard Espinosa, Supervisor Knabe's office. He also announced the First Annual Wilmington Community Health Fair included **50 vendors** and drew a crowd of roughly 400 people who enjoyed the free services of mobile clinics, health screenings, healthy food from local vendors, and live music. Special thanks to our Board Member Peter Peyton for his fund raising success, to our generous sponsors: Pasha Stevedoring & Terminals, Sacred Grounds, and SA Recycling; to our health care grantees, LBACA, the Children's Clinic, Wilmington Health Center, Tzu Chi, and their team of volunteers; and to Council District 15 for helping us close the street!

**ITEM C            BOARD MEMBER REMARKS**

The following Board members commented:

Director J. Marquez, and Chair S. Hecht

**CONSENT AGENDA**

**ITEM NO. 1       REVIEW AND APPROVAL OF THE MINUTES OF HCBF BOARD MEETING DATED 2/15/2013**  
**Motion to approve the minutes of the HCBF Board meeting dated 2/15/2013.**

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<sup>1</sup> Jan Garcia called in at 10:02 AM to connect the teleconference location. Director J. Sadd joined at 10:37 a.m., during consideration of Agenda Item No. 3.

**ITEM NO. 2 HCBF HEALTHCARE GRANT PROGRAM: SIXTH-MONTH PROGRESS REPORTS, ROUND 1**  
**Motion to receive and file Six-Month Progress Reports, for the period ending March 30, 2013, under Round 1 of HCBF's Healthcare Grant Program.**

**Motion to approve the consent agenda.**

Motion carried unanimously:

Ayes: 5 (S. Hecht, M. Prichard, S. Prieto, J. Marquez, K. Woodfield)

## **REGULAR ITEMS**

**ITEM NO. 3 FUND MANAGEMENT PRESENTATION BY THE PRIVATE BANK AT J.P. MORGAN**  
Vice President Barry C. Peterson, Investment Specialist Patrick Schaffer, and Market Manager Leslie Lassiter made an informative presentation to the Board.

The Board posed questions to the team.

**Information Item Only - No Action Taken**

**ITEM NO. 4 HEALTH CARE GRANT ROUND 2: BOYS & GIRLS CLUB OF THE LOS ANGELES HARBOR – FOLLOW-UP REPORT**

Executive Director M. Silverstein presented to the Board on this item.

On February 15, 2013 the Board approved a one-year grant to **Boys & Girls Club of Los Angeles Harbor (BGCLAH or LA Harbor Club)**, in partnership with the Harbor Community Clinic, in the amount of **\$85,000 for education, outreach, and access** to diagnosis and treatment. Funding will replace a diesel fuel bus with two environmentally friendly CNG buses in support of the Club's "Bridging the Gap to a Healthy Lifestyle" initiative, provide underserved youth from Wilmington and San Pedro direct access to health education and medical services at the Harbor Community Clinic, and address respiratory and other air-related illnesses. Access to the Club and Clinic from 23 school sites in Wilmington and San Pedro will be made possible through this grant.

**As a separate action, the Board directed Staff to investigate the feasibility of fully decommissioning the diesel bus by the Boys & Girls Club, and to report its findings at the next Board meeting.**

Staff concluded BGCLAH could receive 1) between \$5,000 and \$6,000 as resale value for a 54-passenger diesel bus. Alternately, under a best-case scenario BGCLAH could net between \$2,000 and \$1,500 to decommission and scrap the bus (value of crushed metal based on weight). The difference, ranging from \$3,000 to \$4,500 is the potential net economic impact to BGCLAH. Upon consideration of the range of outcomes, staff recommends BGCLAH be compensated in the mid range of estimates, or \$3,750. At the February Board meeting, Directors Peter Peyton and Jesse Marquez discussed the desire and opportunity to celebrate the decommissioning – a chance to market the environmental success of HCBF, with a direct benefit to air quality.

**Motion to approve a one-time payment to BGCLAH, in the amount of \$3,750, subject to the Board of Harbor Commissioner's approving the disbursement of funds for a grant award to BGCLAH in the amount of \$85,000 under Round 2 of HCBF's Health Care Grant Program. BGCLAH shall be required to fully decommission and scrap the bus, with HCBF staff and/or Board members present to document, celebrate, and market the environmental benefit to air quality. In exchange, BGCLAH shall be entitled to receive compensation for the scrapped bus. Funding in the amount of \$3,750 shall be paid to BGCLAH from the HCBF marketing budget.**

Motion by M. Prichard, seconded by S. Prieto, carried unanimously:

Ayes: 6 (S. Hecht, M. Prichard, S. Prieto, J. Marquez, J. Sadd, K. Woodfield)

**ITEM NO. 5 STRATEGIC PLAN: REVIEW AND FINAL APPROVAL OF STRATEGIC PLAN APPENDICES - “B” GRANT CONSIDERATION CRITERIA & APPROVAL PROCESS, AND “C” GRANT PROJECT REPORTING & EVALUATION GUIDELINES.**

Grant consideration criteria, found in Appendix B, include best practices from other foundations and funding sources. The selection and approval process helps to ensure HCBF’s selected community benefit projects and programs are well aligned with the Foundation’s strategic priority areas. Criteria was also established to ensure fairness to a wide range of applicants, including smaller organizations with limited resources. With criteria in place, decisions are based on objective, thoughtful and comprehensive review. Specific application, project, or documentation requirements will be provided in a notice of funding availability (NOFA) or a request for proposals (RFP) issued from time to time. The Board may also elect to receive a letter of interest outside of funding rounds.

Reporting and evaluation guidelines, contained in Appendix C, are an important tool to measure and report success within the community. The Foundation will monitor grantee activities, ensure that results are measured, assess an organization’s financial performance in relation to their proposed budget, and ensure that needed corrective actions are implemented in a timely fashion. Data collected will be used to understand and communicate program/project impact, efficiency and effectiveness. These guidelines will allow the Foundation to insure investments in the community are aligned with the Foundation’s strategic priorities, and, that community benefit projects and programs respond to the changing needs of the community.

**Motion to approve, in substantial form, the 2013-2016 Strategic Plan Appendices “B” Grant Consideration Criteria and Approval Process, and Appendix “C” Grant Project Reporting and Evaluation Guidelines.**

Motion by S. Prieto, seconded by M. Prichard, carried unanimously:

Ayes: 6 (S. Hecht, M. Prichard, S. Prieto, J. Marquez, J. Sadd, K. Woodfield)

**ITEM NO. 6 LAND USE STUDY: RESULTS OF PEER REVIEW & PRESENTATION FROM CONSULTANT REPORTING CHANGES IN PROJECT MANAGEMENT**

On November 7, 2012, HCBF staff required Bay Area Council Economic Institute (BACEI) to suspend work on the land use study project due to performance concerns. At its November 16, 2012 meeting, the Board members questioned the consultant, expressed their concerns, and confirmed the suspension of work. Further, the Board directed staff to engage an outside expert to conduct a peer review of the methods, data and results of work performed by BACEI to date.

The goal of the Peer Review was to “constructively critique the professional quality of work, validate scientific findings, and insure proper quality control policies and procedures are observed.”

The Peer Review findings were completed on April 16, 2013 and transmitted to the Board and BACEI President Dr. Sean Randolph as part of the agenda packet for this meeting. Dr. Randolph commented on the status of the project and responded to the Peer Review findings and questions from the Board and staff.

**Motion to direct staff, supported by legal counsel, to: (1) immediately terminate the agreement with BACEI, (2) negotiate a proposed resolution to overpayment for prematurely billed, inadequate work, or outstanding sums, if any, and (3) report back at the next Regular Board meeting with proposed next steps.**

Motion by M. Prichard, seconded by S. Prieto, carried unanimously:

Ayes: 6 (S. Hecht, M. Prichard, S. Prieto, J. Marquez, J. Sadd, K. Woodfield)

**ITEM NO. 7      CLOSED SESSION**

- a.    Employee Performance Evaluation (Gov't Code Section 54957)  
      Title: Executive Director
  
- b.    Conference with Labor Negotiators (Gov't Code Section 54957.6)  
      HCBF representative: Chair  
      Unrepresented employee: Executive Director

**The Board adjourned into Closed Session at 12:30 PM for items a-b. The Board reconvened at 1:20 PM.**

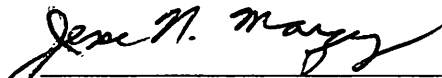
**ITEM NO. 8      REPORT OF ANY ACTIVITY TAKEN IN CLOSED SESSION**

**There was no reportable action.**

**ITEM NO. 9      ADJOURNMENT**

Chair S. Hecht adjourned the meeting at 1:30 PM.

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

  
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Jesse N. Marquez, Secretary

5-16-13  
Date