

**MINUTES**  
*of*  
**HARBOR COMMUNITY BENEFIT FOUNDATION**  
**Regular Board Meeting**

Friday, June 28, 2013  
Wilmington Municipal Building: 544 N. Avalon Blvd., Wilmington, CA

**CHAIR SEAN HECHT PRESIDED**      **Call to Order: 10:06 AM**

**Present:** Chair Sean Hecht, Treasurer Silvia Prieto, Secretary Jesse Marquez, Director Peter Peyton, Director David Sloane, and Director Kathleen Woodfield (6)

**Absent:** Vice Chair Michele Prichard (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.**      **OPENING COMMENT – AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD ON NON-AGENDA ITEMS**

The following person gave public comments: none

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

- Executive Director Mary Silverstein announced (1) she, on behalf of HCBF, and Director Peyton, on behalf of Jobs First Alliance and Aquamarine Institute, participated as panel speakers in FuturePorts' Annual Conference entitled STRONG PORTS = STRONG CALIFORNIA, Collaborating for Success (2) the Health Care Grant Program Round 2 was fully funded, in the amount of \$450,000; reporting on the recent Grantee Quarterly Meeting, and (3) HCBF participated in Harbor Community Clinic's celebration of its renovated building - one of our Round 2 Grantees.
- Going Green! Program Associate Arturo Alvarez presented briefly on the many benefits of transitioning from paper-based to paperless agenda packets via the board's adoption of green technology, in the form of iPads!

**ITEM C.**      **BOARD MEMBER REMARKS**

- Chair S. Hecht briefly commented on the responsible use of the iPads.

**CONSENT AGENDA**

**ITEM NO. 1**      **REVIEW AND APPROVAL OF THE MINUTES OF THE HCBF BOARD MEETING DATED 5/17/2013**

**Recommendation:** Board resolve to approve the minutes of the HCBF Board meeting dated 5/17/2013.

**ITEM NO. 2**      **RESOLUTION TO ESTABLISH STAGGERED TERMS FOR THE BOARD OF DIRECTORS**

**Recommendation:** Board Adopt a Resolution of the Board of Directors of the Harbor Community Benefit Foundation Pursuant to the Foundation Bylaws Establishing Staggered Terms for Board Members.

**Motion to approve the items on the consent agenda.**

Motion by K. Woodfield and seconded by P. Peyton. Motion carried unanimously:

Ayes: 5 (S. Hecht, S. Prieto, J. Marquez, P. Peyton, & K. Woodfield)

## REGULAR ITEMS

### ITEM NO. 3 NOMINATION AND ELECTION OF "DIRECTOR E" TO BOARD OF DIRECTORS OF HCBF

Executive Director Mary Silverstein introduced Dr. David Sloane who was jointly selected by the USC Keck School of Medicine and USC Program for Environmental and Regional Equity "PERE", and the TraPac Appellants, with concurrence from the Board of Harbor Commissioners.

Director K. Woodfield and Director J. Marquez gave welcoming remarks.

Dr. Sloane expressed his willingness to serve on the board.

**Motion to approve the nomination for Director E, Dr. David Sloane, and, to elect him to serve as a Director of the Board for an initial one-year term, commencing June 28, 2013.**

Motion by P. Peyton and seconded by J. Marquez. Motion carried unanimously:

Ayes: 5 (S. Hecht, S. Prieto, J. Marquez, P. Peyton, & K. Woodfield)

### ITEM NO. 4 UPDATE ON AQMD ADMINISTERED TRAPAC AIR FILTRATION PROGRAM FOR HARBOR-AREA SCHOOLS

Patricia Kwon, South Coast Air Quality Management District (AQMD), gave an informative presentation to the Board.

The TraPac mandated Air Filtration Program launched prior to the formation of HCBF. AQMD controls the funding and administration of the program. Ms. Kwon reported on the status of the program, including (1) replacement and or retrofit work completed in 20 TraPac Phase I schools in the program, (2) deferral of work for certain schools, including deferral at educational centers where students are not present on a permanent basis, (3) actual versus expected expenditures for the School Clean Air Program including average cost per school, (4) anticipated completion dates of 18 phase II schools (3 in Wilmington, 15 in San Pedro), and (5) the exploration of enhanced noise mitigation measures with HCBF and its consultants. She noted the great cooperation with LAUSD, acknowledging them in the audience, which has facilitated progress at the schools.

Ms. Kwon responded to questions and comments from Chair S. Hecht, Director K. Woodfield, and Director J. Marquez.

Chair S. Hecht directed staff to continue to collaborate with AQMD and LAUSD, and to agendize for the next board meeting the creation of an ad hoc committee.

### ITEM NO. 5 GOVERNANCE GUIDANCE: HCBF BOARD OF DIRECTORS SELF-EVALUATION

Consultant David Norgard, OD180 Consulting provided guidance to the board, to enhance the previously adopted practice of an annual Board Performance Review; presenting a new instrument that was tailored to HCBF. He noted that at the next board meeting, the board would refine and document the Roles and Responsibilities of the Board and Executive Director. The consultant recommended the board continue to conduct an Annual Performance Review, and that the board periodically update its policies, orientation manual, and committee structures.

**Motion to adopt the Board Performance Review Protocol, in substantial form, to be conducted at each annual board meeting; Board Chair, with staff support, to jointly look at the specific questions and modify them as appropriate each year.**

Motion by K. Woodfield and seconded by J. Marquez. Motion carried unanimously:

Ayes: 6 (S. Hecht, S. Prieto, J. Marquez, P. Peyton, D. Sloane & K. Woodfield)

**ITEM NO. 6 NOISE MITIGATION PROGRAM: REPORT #2, CRITERIA AND PRIORITIZATION RECOMMENDATIONS REPORT**

Consultant Matthew Jones, Landrum & Brown, presented a technical description of noise, explained alternative noise standards and presented criteria that might be considered to establish a prioritization score and eligibility criteria for mitigation efforts through the pending Noise Attenuation Program, establishing Wilmington area schools as the first priority.

Director K. Woodfield commented.

**Information Item. No Board Action.**

**ITEM NO. 7 HCBF 2013 COMMUNITY BENEFIT GRANTS - PROGRAM LAUNCH**

The following person provided public comment:

1. Margaret Hernandez, YWCA

Executive Director M. Silverstein noted the pilot program is based on the Foundation's 2013-2016 Strategic Plan, in particular Appendices B and C which provide grant consideration and evaluation criteria. She requested the Board appoint an ad hoc Grants Committee, similar in function to the existing committee for Health Care Grants.

Program Associate A. Alvarez provided program highlights - projects must benefit the communities of San Pedro and/or Wilmington, program priorities include: 1) Beautification 2) Education & Training, 3) Employment, 4) Safety, and 5) Community Initiatives. Awards could range from \$5,000 to \$100,000. A series of 3 grant workshops in August will introduce the program. Anticipated release date for the RFP is Friday, July 19, recommended submission date 8 weeks later.

Chair S. Hecht specified the program would adhere to Tidelands Trust. Director D. Sloane recommended 1) a later due date, Sept. 20; 2) workshops in late July and in August; and 3) revised scoring within the selection criteria to insure smaller organizations are not disadvantaged.

**Motion to 1) form a Grants Committee to include P. Peyton as Chair, Director K. Woodfield and HCBF Board Vice Chair, M. Prichard, 2) direct staff, with guidance from the committee, to finalize and release an RFP for the HCBF Community Benefit Grants Program, with a notice of funding availability totaling \$500,000 for FY 2013, and 3) instruct staff and the committee to review the grant applications and make grant award recommendations to the full Board.**

Motion by P. Peyton and seconded by S. Prieto. Motion carried unanimously:

Ayes: 6 (S. Hecht, S. Prieto, J. Marquez, P. Peyton, D. Sloane & K. Woodfield)

**ITEM NO. 8 CLOSED SESSION**

Agenda Item 8 was tabled.

**ITEM NO. 9 CLOSED SESSION – REPORT**

Due to cancellation of closed session, there was no report.

**ITEM NO. 10 ADJOURNMENT**

Chair S. Hecht adjourned the meeting at 1:01 PM

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

  
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Jesse N. Marquez, Secretary

  
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Date