



MINUTES  
*of*  
HARBOR COMMUNITY BENEFIT FOUNDATION  
Regular Board Meeting

Friday, October 18, 2013  
Wilmington Municipal Building: 544 N. Avalon Blvd., Wilmington, CA

**CHAIR SEAN HECHT PRESIDED**      **Call to Order: 10:03 AM**

**Present:** Chair Sean Hecht, Vice Chair Michele Prichard, Treasurer Silvia Prieto, Secretary Jesse Marquez, Director Kathleen Woodfield (5)

**Absent:** Director Peter Peyton, Director David Sloane (2)

**Staff:** Executive Director, Mary Silverstein  
Program Staff: Arturo Alvarez, Ata ul Malik Khan & Meghan Reese

**Counsel:** Lauren Langer, General Counsel on behalf of Michael Jenkins, Jenkins & Hogin, LLP

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

**ITEM B.**      STAFF & EXECUTIVE DIRECTOR REMARKS  
Announced Excellence in Leadership Speaker Series, Marymount CA University, October 21, 2013.

**ITEM C.**      BOARD MEMBER REMARKS  
Director Jesse Marquez, Announced Clean Up Green Up Campaign.

**CONSENT AGENDA**

**ITEM NO. 1      REVIEW AND APPROVAL OF THE MINUTES OF THE HCBF BOARD MEETING DATED 9/20/2013**

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

Motion by J. Marquez and seconded by M. Prichard. Motion carried unanimously:

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

**REGULAR ITEMS**

**ITEM NO. 2      PRESENTATION OF INTERNAL FINANCIAL REPORTS**

Executive Director Silverstein presented the 3<sup>rd</sup> quarter financial reports, prepared by NFM Solutions:

- 1) Operating Expense Budget Summary as of Sept 30, 2013
- 2) Statement of Activities for Nine Months ended Sept 30, 2013
- 3) Projects & Programs Summary – PCMTF funded & HCBF Board Approved
- 4) Projects & Programs Expenditures & Projections through Dec. 2013
- 5) Combined Statement of Cash Flows as of Sept 30, 2013

**Financial reports received and filed.**

**ITEM NO. 3 DISCUSSION, REVIEW AND APPROVAL OF CALENDAR YEAR 2014 OPERATING BUDGET FOR HCBF**

Executive Director Mary Silverstein gave a presentation on this item.

**Motion to approve and adopt the 2014 Operating Budget totaling \$511,700, in line with the 2013-2016 Strategic Plan.**

**Further Resolved, staff is authorized to 1) apply unused funds, in the amount of \$36,700 from the 2013 operating budget, 2) present the 2014 annual operating budget to the LA Board of Harbor Commissioners (“BOHC”) and 3) request a transfer of funds from the PCMTF in the amount of \$475,000 to fully fund HCBF’s Operating Budget.**

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

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

**ITEM NO. 4 STAFF REPORTS**

**HCBF Staff Presentations**

**a) Staff Report: Community Benefit Grant – Pilot Program**

Program Associate Ata ul Malik Khan gave a brief presentation on this item. He noted 62 applications were received totaling \$3.2 million in grant requests, or roughly six times the available funding (i.e. \$500,000). He noted the *ad-hoc* committee would convene beginning October 18, 2013 to begin the grant review and selection process.

The following persons gave public comments:

- Paula Moore, LA Biomed
- Terri Miller, volunteer with International Bird Rescue
- John Miller, in support of International Bird Rescue, Marine Mammal Center, and PV Land Conservancy

**b) Staff Report: Healthy Harbor – Healthcare Grant Program**

Program Associate Ata ul Malik Khan reported on the status of the recent announcement of \$550,000 in Round 3 funding for this program, noting that a first application workshop was held with about a dozen attendees, and a second workshop was scheduled for October 23, 2013.

**c) Staff Report: Noise Mitigation Program**

Executive Director Silverstein reported that the noise contour maps are being finalized. A formal report, on the acoustical testing and recommended mitigation measures for Wilmington, will be presented by Landrum & Brown at the December board meeting.

**ITEM NO. 5 INVESTMENT FUND MANAGEMENT – PORT COMMUNITY MITIGATION TRUST FUND**

Executive Director Mary Silverstein introduced this item, confirming the Port of Los Angeles and Harbor Community Benefit Foundation jointly provided a 60-day notice of termination of the restricted fund services and management agreement between the City, Harbor Community Benefit Foundation, and California Community Foundation. She reported on September 20, 2013, the Board formed an ad hoc committee to review investment options from: 1) Liberty Hill Foundation and Morgan Stanley; and 2) J.P. Morgan Private Bank. She announced, on Thursday, October 17, Liberty Hill Foundation withdrew their proposal from consideration.

Chair S. Hecht spoke on behalf of the ad hoc committee, recommending the Board select J.P. Morgan Private Bank.

The following person gave public comments:

- Barry Peterson, J.P. Morgan Private Bank

**Motion to select J.P. Morgan Private Bank as the independent financial manager for the administration of the Port Community Mitigation Trust Fund (PCMTF), staff is authorized to establish a management account, in accordance with the Operating Agreement of the TraPac MOU which sets forth the requirements of the financial manager to receive and transfer funds to/from the PCMTF, subject to the concurrence of the City of Los Angeles Harbor Department.**

**The Board shall authorize and direct staff to complete the transfer of the PCMTF from CCF to the new financial manager, with the assistance of the Board Chair, if needed, after receiving the concurrence of the City of Los Angeles Harbor Department.**

Motion by J. Marquez and seconded by S. Prieto. Motion carried unanimously:

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

Chair S. Hecht called closed session at 10:55 a.m.

**ITEM NO. 6      CLOSED SESSION**

Government Code Section 54956.9(d)(3)  
Anticipated litigation: One Case

**ITEM NO. 7      CLOSED SESSION – REPORT**

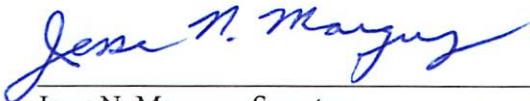
The Board took no reportable action during closed session.

**Chair S. Hecht returned to open session at 11:07 a.m.**

**ITEM NO. 8      ADJOURNMENT**

Chair S. Hecht adjourned the meeting at 11:08 a.m.

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



Jesse N. Marquez, Secretary

11-15-2013  
Date