



BOARD OF DIRECTORS MEETING MINUTES

July 11, 2014

San Pedro Municipal Building

638 S. Beacon Street, San Pedro, CA

Sean Hecht, Chair, Presided, Call to Order: 10:07 am

Board Members Present (6):

Sean Hecht, Chair; Michele Prichard, Vice Chair; Jesse Marquez, Secretary; Dr. Silvia Prieto, Treasurer; David Sloane, Director, and Kathleen Woodfield, Director

Absent: Peter Peyton (1)

Legal Counsel: Michael Jenkins, Jenkins & Hugin LLP

HCBF: Executive Director, Mary Silverstein

ITEM A. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Larry Smith, Community Development Director for LA Conservation Corps, spoke on the San Pedro Urban Greening Project. The Urban Greening Advisory Committee identifies opportunities to green San Pedro through local projects. June 21st was the first design workshop for community members; he announced the second design workshop is to be held on September 4, 2014.

Caroline Brady, Executive Director of Friends of Cabrillo Marine Aquarium, spoke on the upcoming Sustainable Seafood Expo, a submission for funding in Round 2 of Community Benefit Grants.

Don Wrigley, Executive Assistant at the Beacon House Association of San Pedro, expressed gratitude for the grant funding from the pilot round of Community Benefit Grants, used to beautify the Vic & Bonnie Christensen Science Center, also a submission for funding in Round 2.

ITEM B. EXECUTIVE DIRECTOR REMARKS & STAFF PRESENTATIONS

Staff Presentations:

1. Meghan Reese, Program Associate

Staff provided a recap of the First Annual HCBF Grantee Meeting, in which 20 grantees from two HCBF grant programs, Healthy Harbor and Community Benefit Grants were brought together to discuss HCBF program successes and challenges, and, to identify obstacles and opportunities facing the non-profit sector. Our Grantees used the gathering to help HCBF improve our grant process, to network, and to collaborate in future projects. Director David Sloane suggested a simple evaluation tool guide be created for grantees moving forward.

2. Ata Khan, Program and Communications Manager

Staff presented preliminary statistics from Round 2 of Community Benefit Grants. Staff received 63 applications and a total request of \$2.9 million, with an average ask of \$46,000. Twenty-six of the applications were from new applicants. Evaluation is ongoing.

3. Executive Director Remarks

Staff met with LAUSD representatives regarding the Noise mitigation program in Wilmington, and discussed potential funding from Prop 39 for energy efficiency and HVAC improvements.

ITEM C. BOARD MEMBER REMARKS

(none)

CONSENT ITEMS

ITEM 1. REVIEW AND APPROVE MINUTES OF HCBF BOARD MEETING DATED JULY 11, 2014

Recommendation: Board Approval of the Board Minutes dated JULY 11, 2014

ITEM 2. HEALTHY HARBOR, ROUND 2, FIRST AMENDMENT, WILMINGTON HEALTH CENTER

Summary: Wilmington Health Center ("WHC" or "Grantee") Harbor Community Benefit Foundation (HCBF or Foundation) entered into a Grant Agreement for the Health Care Program, Round 2, dated February 15, 2013, and fully executed on March 21, 2013. The Grant Term was effective July 1, 2013, with the Final Reporting Period Ending June 30, 2014.

Wilmington Health Center has requested 1) an extension of term, reporting requirements, and disbursement schedule; and 2) an amendment to the grant payee, on behalf of the grantee. The project budget has not changed.

Recommendation: Board Approval, in substantial form, of the First Amendment to the Grant Agreement to amend and modify the Agreement, provide for a six-month extension, approve Coalition for Clean Air as the Grant Payee during the Grant Term, on behalf of Grantee, and establish a new grant period end date of December 31, 2014.

ITEM 3. HEALTHY HARBOR, ROUND 3, FIRST AMENDMENT, THE CHILDREN'S CLINIC

Summary: The Children's Clinic, "Serving Children and Their Families" ("The Children's Clinic", "TCC" or "Grantee") and Harbor Community Benefit Foundation (HCBF or Foundation) entered into a Grant Agreement for Healthy Harbor Round 3, dated January 17, 2014, and fully executed on March 6, 2014. The Grant Term was for a period of one year, effective April 1, 2014, with the Reporting Period Ending March 31, 2015.

TCC has requested an extension of term, reporting requirements, and disbursement schedule. The project budget has not changed.

Recommendation: Board Approval, in substantial form, of the First Amendment to the Grant Agreement to amend and modify the Agreement, provide for a six-month extension, establish a new grant period end date of September 30, 2015 and adjust the disbursement of the second installment, to coincide with the Progress Report for period ending March 31, 2015.

ITEM 4. HEALTHY HARBOR, ROUND 3, FIRST AMENDMENT, LBACA

Summary: Long Beach Alliance for Children with Asthma ("LBACA" or "Grantee") and Harbor Community Benefit Foundation (HCBF or Foundation) entered into a Grant Agreement for Healthy Harbor Round 3, dated January 17, 2014, and fully executed on March 6, 2014. The Grant Term was for a period of one year, effective April 1, 2014, with the Reporting Period Ending March 31, 2015.

LBACA has requested 1) an extension of term, reporting requirements, and disbursement schedule; and 2) an amendment to the grant payee, on behalf of the grantee. The project budget has not changed.

Recommendation: Board Approval, in substantial form, of the First Amendment to the Grant Agreement to amend and modify the Agreement, to provide for a six-month extension, establish a new grant period end date of September 30, 2015, adjust the disbursement of the second Installment, to coincide with the Progress Report for period ending March 31, 2015, and approve Memorial Medical Center Foundation as the Grant Payee during the Grant Term, on behalf of Grantee.

ITEM 5. HEALTHY HARBOR, ROUND 3, FIRST AMENDMENT, LA BIOMED

Summary: Los Angeles BioMed ("LBACA" or "Grantee") Harbor Community Benefit Foundation (HCBF or Foundation) entered into a Grant Agreement for Healthy Harbor Round 3, dated January 17, 2014, and fully executed on March 6, 2014. The Grant Term was for a period of one year, effective April 1, 2014, with the Reporting Period Ending March 31, 2015.

LA BioMed has requested an extension of term, reporting requirements, and disbursement schedule. The project budget has not changed.

Recommendation: Board Approval, in substantial form, of the First Amendment to the Grant Agreement to amend and modify the Agreement, provide for a six-month extension, establish a new grant period end date of September 30, 2015 and adjust the disbursement of the second Installment, to coincide with the Progress Report for period ending March 31, 2015.

ITEM 6. GOVERNANCE PRACTICES - HCBF RECORDS RETENTION ARCHIVAL POLICY

With guidance from Director D. Sloane, to further enhance its green practices, the adopted Records Retention Policy is hereby augmented with an Archival Policy, to clarify the periodic archival policies and procedures for its electronic records. Such policy may be modified from time to time, to reflect changes in modern technology.

Recommendation: Board Approval and Adoption of the HCBF Records Retention Archival Policy

Motion to approve consent items one (1) through six (6).

Motion by S. Prieto, seconded by M. Prichard

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

REGULAR ITEMS

ITEM 7. HARBOR GREEN SCHOOLS INITIATIVE LAUNCH

Staff Presentation: Ata Khan, Program and Communications Manager

Staff presented details of the proposed grant program, designed to address priorities identified in the 2013-2016 Strategic Plan. Titled the "Harbor Green Schools Initiative", staff recommended a \$300,000 pilot grant program, targeted to benefit K-12 LAUSD students, schools and facilities in Wilmington and San Pedro, with an equitable commitment of \$150,000 for each community. The

pilot program premise is to support science, technology, engineering, arts, and math (S.T.E.A.M.) projects and programs.

The Board Chair requested that the motion be modified to require the Harbor Green Schools Initiative Application Guide be presented to the Board for approval, in substantial form, at the August Board Meeting.

Board directed staff, with guidance from the ad-hoc committee as needed, to establish a pilot Harbor Green Schools Initiative Application Guide dedicated to projects and programs that benefit LAUSD K-12 students, schools and facilities in Wilmington and San Pedro, with final approval to be requested of the Board at the August Board meeting.

Board approval of a commitment of \$150,000 for Wilmington and \$150,000 for San Pedro, for a total of \$300,000, from the Port Community Mitigation Trust Fund for the Pilot Program, with opportunities for grants ranging from \$2,500 (minimum request) to \$25,000 (maximum award).

Motion by D. Sloane, seconded by M. Prichard

Ayes: (5) S. Hecht, D. Sloane, K. Woodfield, S. Prieto, and M. Prichard.

Absent: Jesse Marquez

ITEM 8. OFF-PORT IMPACT LAND USE STUDY, REQUEST FOR PROPOSALS

Staff Presentation: Ata Khan, Program and Communications Manager

Staff presented the DRAFT Request for Proposals for a Study of Off-Port Impacts on Land Use, with guidance from the Ad-hoc committee. The solicitation contains three goals for the study: 1) reflect the unique character of the communities of Wilmington and San Pedro, port adjacent communities impacted by environmental, social, and economic challenges from past, current and future operations of the Port of Los Angeles, 2) Analyze the ways in which parcels of land owned or utilized by or for the Port of Los Angeles and its port-related operations may influence indicators of a healthy community, and 3) inform HCBF and community stakeholders of the unique opportunities for future community investment.

Recommendation: Board Approval, in substantial form, with guidance from the ad-hoc committee as needed, the release of a Request for Proposals (RFP) to qualified firms, with a project budget not to exceed \$165,000, for the completion of a Study of Off-Port Impacts on Land Use, establishing a deadline for proposals to be submitted, electronically, no later than 4:00 pm [Friday, September 26, 2014].

Motion by M. Prichard, seconded by S. Prieto

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

ITEM 9. MEETING ADJOURNED at 12:01 pm by Chair S. Hecht

I hereby certify that these minutes have been approved.



Jesse N. Marquez, Secretary

8/15/2014

Date