



**MINUTES OF
BOARD OF DIRECTORS MEETING – ANNUAL MEETING
San Pedro – Think Cafe
302 W. 5th Street, San Pedro, CA 90731
Thursday, May 19, 2016, 10:00 A.M.**

BOARD MEMBERS:

Present: Sean Hecht, Chair; Kathleen Woodfield, Secretary; Cristin Mondy, Director; Gisele Fong, Director; and Michele Prichard, Director

Absent: David Sloane, Vice Chair; David Thornburg, Treasurer/CFO

HCBF: Ben Schirmer, Meghan Reese, and Ata Khan

LEGAL COUNSEL: Lauren B. Langer, Jenkins & Hogin LLP

ITEM A. PUBLIC COMMENT ON NON-AGENDA ITEMS

None

ITEM B. EXECUTIVE DIRECTOR REMARKS

Ben Schirmer provided the following updates:

- HCBF is working with California Community Foundation on developing contract language for China Shipping dollars. Draft received on May 17th and sent to ad hoc board committee for review.
- HCBF is working with a consultant on developing a planning session for the Board.
- HCBF contacted appellants and community stakeholders for feedback on the Foundation's work.

ITEM C. BOARD MEMBER REMARKS

Gisele stated that the Port of Long Beach has released an investment plan as part of its ~~land use~~ study. Kathleen suggested compiling best practices from past agreements with the Port to guide future negotiations. Sean stated his commitment to assist HCBF in an advisory role beyond his term as Board member. It was requested that both items get added to the agenda for the June board meeting.

Community Impact (ME)

ITEM D. GUEST PRESENTATION

None

CONSENT ITEM

ITEM 1. REVIEW AND APPROVAL OF MINUTES, HCBF BOARD MEETING DATED APRIL 15, 2016

Motion by Michele Prichard. Seconded by Gisele Fong. Carried unanimously.

REGULAR ITEMS

ITEM 2. REVIEW AND APPROVAL OF TAX RETURN, FORM 990, FOR 2015

A copy of the proposed Tax Return, Form 990, for 2015 was attached for the board's review and discussion. The document was reviewed by HCBF's Treasurer, David Thornburg, and HCBF's Board Chair, Sean Hecht.

Board voted to approve the annual 990 tax return for FY 2015.

Motion by Kathleen Woodfield. Seconded by Michele Prichard. Carried unanimously.

ITEM 3. FUNDING RECOMMENDATIONS, HEALTHY HARBOR GRANT PROGRAM, ROUND 5

Staff presented recommendations for Round 5 of Healthy Harbor grants. The Board suggested listing matched amounts in the memo to the Port of Los Angeles. Board further suggested evaluating the benefits of self-management programs for future funding. Board inquired about data collection methods for some of the recommended grantees. Ad-hoc committee reaffirmed their support of the staff recommendations.

Board voted to:

1. Approve the Staff recommendation to award 4 grants to the qualified organizations to address health impacts from Port of Los Angeles and Port-related operations, as detailed in the Staff memo dated May 19, 2016;
2. Authorize the Executive Director to:
 - a. report to the Board of Harbor Commissioners (BOHC), requesting final approval of Round 5 of the Healthy Harbor Grant Program,
 - b. execute a letter to the BOHC to approve the distribution of funds in one lump sum transfer from the Port Community Mitigation Trust Fund to HCBF, and,
 - c. fully execute and administer the Grant Agreements between HCBF and the approved grantees from Round 5 of the Healthy Harbor Grant Program

Motion by Kathleen Woodfield. Seconded by Michele Prichard. Carried unanimously.

ITEM 4. REMAINING PCMTF FUNDING ALLOCATION IN 2016

Staff presented recommendations for the allocation of the remaining funding for 2016. Staff suggested allocating remaining dollars towards the Community Benefit Grant Program and a San Pedro Noise Study. Staff further recommended adopting a Letter of Interest (LOI) model to replace the existing Request for Proposal (RFP) model for the Community Benefit grant program.

Board voted to:

1. Approve a plan to allocate the \$800,000 in remaining grant funds for 2016 towards the Community Benefit Grant Program and a San Pedro Noise Study;
2. Approve that Staff proceed with piloting a Letter of Interest, followed by the release of a RFP for the next Community Benefit grant program.

Motion by Michele Prichard. Seconded by Gisele Fong. Carried unanimously.

ITEM 5. APPOINT AD HOC BOARD COMMITTEE FOR COMMUNITY BENEFIT ROUND 4

Board voted to form an ad hoc committee consisting of Michele Prichard, Gisele Fong, and David Sloane (who may opt out since he was not present at the meeting), for the purposes of working with staff on the next round of Community Benefit funding.

Motion by Michele Prichard. Seconded by Sean Hecht. Carried unanimously.

ITEM 6. HCBF ANNUAL MEETING - OFFICER ELECTION

In accordance with the bylaws, the seven-member Board shall hold an annual meeting, to include *“the appointment or election of Directors, appointment of Officers, review of the annual budget and transaction of other business”*.

Board voted to:

1. Consider and vote on the renewal of Board Member seat E (David Sloane) for a term of no more than two years;
2. Consider and vote on the Officers for a one-year term concluding on or about May 31, 2017: David Sloane, Chair; Gisele Fong, Vice Chair; Kathleen Woodfield, Secretary; and David Thornburg, Chief Financial Officer (Treasurer)

Motion by Michele Prichard. Seconded by Cristin Mondy. Carried unanimously.

ITEM 7. GRANT REVIEW PRESENTATION

As a follow-up to the discussion held at the April 15th board meeting, Staff presented an updated, edited 2015 Port Community Mitigation Trust Fund Annual Review memo. Board provided feedback and approved Staff to move forward with the document.

Board adjourned to closed session at 11:45 AM.

ITEM 8. CLOSED SESSION – DISCUSSION OF EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

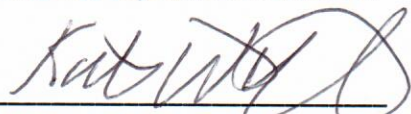
Employee Performance Evaluation
Government Code Section 54957

Title: Executive Director

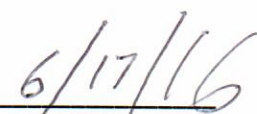
No reportable action from closed session.

ITEM 9. MEETING ADJOURNMENT

Meeting was adjourned at 1:45 PM.



 Kathleen Woodfield, Secretary



 Date