



HARBOR COMMUNITY  
BENEFIT FOUNDATION

**MINUTES OF THE  
BOARD OF DIRECTORS MEETING**

Friday, January 19, 2018, 10:00 A.M.  
San Pedro Municipal Building  
638 S. Beacon Street, Room 452  
San Pedro, CA 90731

**BOARD MEMBERS:**

David Sloane, Chair; Gisele Fong, Vice Chair; Ed Avol, Secretary; Angelo Logan, Director Cristin Mondy, Director; and Jayme Wilson, Director

Absent: David Thornburg, Treasurer

HCBF: Meghan Reese, Executive Director; Tamanna Rahman, Program Assistant

LEGAL COUNSEL: Michael Jenkins, Jenkins & Hogin LLP

Meeting was called to order at 10:00 A.M.

**ITEM A. PUBLIC COMMENT ON NON-AGENDA ITEMS**

Ann Carpenter, Co-Founder and CEO of Braid Theory provided the following comments on upcoming events:

1. IGNITE22 on April 12<sup>th</sup> at AltaSea
2. ACT Expo – April 30<sup>th</sup> – May 3<sup>rd</sup> 2018, <https://www.actexpo.com/>

**ITEM B. STAFF REMARKS**

Meghan Reese provided the following remarks:

1. Introduced Tamanna Rahman, new Program Assistant to the Board.
2. Dissemination of land use study to key stakeholders and general public was discussed. Board suggested providing copies to local public libraries. Cristin Mondy suggested LACDPH contacts, Director of PLACE and Director of Environmental Health. Staff developing list for dissemination of land use study.
3. Audit preparation to begin on Feb 12<sup>th</sup>, 2018
4. Discussion of Round 6 of the Community Benefit Grant Program will be on the January 2018 agenda for the Board of Harbor Commissions. Ms. Reese will be presenting the Round 6 Community Benefit grant proposal recommended for approval.
5. Ms. Reese announced the development of a draft communication plan for 2018. Staff will be presenting the draft communication plan to the Board at the February 2018 board meeting.
6. Reminder for ethics training due by Jan 31<sup>st</sup>

7. Form 700 will be due in April 2018
8. Announcement for the board seat replacement discussion at the February 2018 board meeting.

**ITEM C. BOARD MEMBER REMARKS**

NONE

**ITEM D. GUEST PRESENTATIONS**

NONE

**CONSENT ITEM(S)**

**ITEM 1. REVIEW AND APPROVAL OF HCBF BOARD MEETING MINUTES DATED NOVEMBER 17th  
(Attachment 1)**

**Board voted to: Approve of the minutes of the HCBF Board meeting dated November 17, 2017 with minor edit.**

Motion by Jayme Wilson. Seconded by Angelo Logan. Carried unanimously.

**REGULAR ITEM(S)**

**ITEM 2. CHINA SHIPPING NEXT STEPS DISCUSSION**

Board members discussed RFP development process and Ad-Hoc Committee provided input.

**Board voted to:**

- 1. Authorize the China Shipping Ad-Hoc committee, along with HCBF's Executive Director, to identify and hire a technical consultant for the purpose of reviewing the draft RFP, assist in the reviewing and scoring of submitted applications, as well as ongoing program involvement.**
- 2. Authorize the Executive Director, with guidance from legal counsel, to execute a contract with the identified consultant.**

Motion by Ed Avol. Seconded by Jayme Wilson. Carried unanimously.

**ITEM 3. 2018 AIR QUALITY MITIGATION FUND ANNUAL ADMIN BUDGET APPROVAL (Attachment 2)**

Board reviewed the proposed annual budget and discussed the items. Board discussed budget for staff time, marketing for AQMF and community outreach. Board requested to further discuss the marketing item of the budget at the March 2018 Board meeting.

**Board voted to:**

- 1. Approve the proposed annual admin budget for AQMF**

Motion by Gisele Fong. Seconded by Jayme Wilson. Carried unanimously.

**ITEM 4. DISCUSSION OF 2018 PCMTF FUNDING ALLOCATIONS AND PRIORITIES (Attachment 3)**

Staff presented overview of PCMTF funding allocations and discussed funding gaps. Board discussed priorities for future funding allocations by addressing community need and innovation. Board also discussed grant cycles, funding allocations for Round 7, staff capacity for 2018.

**Board voted to:**

- 1. Approve the deferment of the Community Benefit Round 7 grant cycle to Fall 2018, with funds being disbursed in 2019.**

Motion by Jayme Wilson. Seconded by Angelo Logan. Carried unanimously.

Board anticipates discussing updated timeline for the Community Benefit Round 7 grant cycle at the February 2018 board meeting.

**ITEM 5. UPDATE ON LA CONSERVATION CORPS GRANT – ROUND 3 OF COMMUNITY BENEFIT GRANTS (Attachment 4)**

Staff and board discussed item. Ms. Reese will move forward with approving amendment after following up with council office.

No Board motion required.

**ITEM 6. DISCUSSION OF TRANSLATION SERVICES FOR THE LAND USE STUDY (Attachment 5)**

Board discussed agenda item and the translation service options.

**Board voted to:**

- 1. Support the following staff recommendations:**
  - a. Provide Spanish translations of key excerpts from the report. Content to translate include: Board of Directors letter, Acknowledgements, Table of Contents, List of Maps, List of Tables, List of Figures, Executive Summary, Introduction Section, Pathway Diagrams, Recommendations.**
  - b. Community workshop on the study findings will provide English-to-Spanish interpretation service to those who need it.**
  - c. Recording of PowerPoint Presentation on study findings will be available as a non-live webinar. Spanish translation of PowerPoint text and audio recording of presentation in Spanish will also be available.**
  - d. Select Rocio Pacheco for Translation and Interpretation Services.**

Motion by Ed Avol. Seconded by Jayme Wilson. Carried unanimously.

**ITEM 7. MEETING ADJOURNMENT**

Meeting adjourned at 11:52 A.M.

I have reviewed the above minutes for accuracy and approve them:

Ed Avol  
Ed Avol, Secretary

16 Feb 2018  
Date