



**MINUTES OF THE
BOARD OF DIRECTORS MEETING**
Friday, March 16, 2018, 10:00 A.M.
San Pedro Municipal Building
638 S. Beacon Street, Room 452

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 STAFF: Meghan Reese, Executive Director; Tamanna Rahman, Program Assistant
LEGAL COUNSEL: Michael Jenkins, Jenkins & Hogin LLP

Meeting was called to order at 10:06 A.M.

AGENDA

ITEM A. PUBLIC COMMENT ON NON-AGENDA ITEMS

None

ITEM B. STAFF REMARKS

1. Technical consultant RFQ has been released
2. Board seat replacement – Board to provide recommendations to Executive Director by April 6th.
3. Land Use Study workshop is scheduled for Saturday, April 21st from 9am – 1pm at Providence Little Company of Mary Wellness and Activity Center.

ITEM C. BOARD MEMBER REMARKS

1. Gisele Fong, member of Board Seat Selection Ad-hoc committee, encouraged all Board Members to submit their recommendations to the Executive Director.

ITEM D. GUEST PRESENTATIONS

None

CONSENT ITEM(S)

ITEM 1. REVIEW AND APPROVAL OF HCBF BOARD MEETING MINUTES DATED FEBRUARY 16th

Board voted to: Approve the minutes of the HCBF Board Meeting dated February 16, 2018.

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

ITEM 2. REQUEST TO CONSENT TO NEW CONTRACT WITH BEST, BEST & KRIEGER LLP (Attachment 2)

Board voted to approve the Amendment No. 1 to the Legal Services Agreement between the Harbor Community Benefit Foundation and Jenkins & Hogin LLP to consent to an assignment to Best, Best, & Krieger LLP of the agreement.

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

REGULAR ITEM(S)

ITEM 3. APPROVAL FOR PHASE 2 OF ROUND 5 GRANT – SHAREFEST COMMUNITY DEVELOPMENT, INC

Board voted to authorize the Executive Director to:

- a) report to the Board of Harbor Commissioners (BOHC), requesting final approval of the Sharefest Phase 2 grant,
- b) execute a letter to the BOHC to approve the distribution of funds (\$42,393) in one lump sum transfer from the Port Community Mitigation Trust Fund to HCBF, and,
- c) fully execute and administer the Grant Agreement between HCBF and Sharefest from Round 5 of the Community Benefit Grant Program.

Motion by Ed Avol. Seconded Cristin Mondy. Carried unanimously.

ITEM 4. REVIEW AND APPROVAL OF AIR QUALITY MITIGATION TRUST FUND RFP (Attachment 3)

Board voted to approve the AQMF RFP, which is to be released following the identification of a technical consultant; and to authorize the Executive Director, with guidance from the ad-hoc committee, to incorporate revisions to the final RFP based on feedback from technical consultant and Port of LA Environmental Management Division.

Motion by Gisele Fong. Seconded Angelo Logan. Carried unanimously.

ITEM 5. APPROVAL TO USE UNRESTRICTED FUNDS FOR LAND USE WORKSHOP & TRANSLATION SERVICES (Attachment 4)

Board reviewed the cost estimate and discussed the need to make the workshop relevant to the community. Discussed potential for mini-workshops and another workshop for the Noise and Land Use Study.

Board voted to authorize the Executive Director to use unrestricted funds, not to exceed \$13,500, for the Land Use workshop and related translation services.

Motion by Jayme Wilson. Seconded Cristin Mondy. Carried unanimously.

ITEM 6. APPROVAL TO REINSTATE SINGLE SIGNING FOR INTERNAL TRANSFERS WITHIN JP MORGAN (Attachment 5)

Board voted to approve the single signing authority to the Executive Director for internal JP Morgan Transfers.

Motion by Jayme Wilson. Seconded Cristin Mondy. Carried unanimously.

ITEM 7. MEETING ADJOURNMENT

Meeting adjourned at 10:48 A.M.

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

Ed Avol
Ed Avol, Secretary

20 Apr 2018
Date