



**HCBF BOARD OF DIRECTORS MEETING**

Friday, August 24th, 2018, 10:00 A.M.

**San Pedro Municipal Building**

**638 S. Beacon Street, Room 452**

**San Pedro, CA 90731**

**BOARD MEMBERS:**

Gisele Fong, Chair; Ed Avol, Vice Chair; Jayme Wilson, CFO/Treasurer; Cristin Mondy, Secretary; Angelo Logan, Director; and Richard Havenick, Director

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

LEGAL COUNSEL: Michael Jenkins; Best Best & Krieger.

**AGENDA**

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

**ITEM B. STAFF REMARKS**

**ITEM C. BOARD MEMBER REMARKS**

**ITEM D: GUEST PRESENTATIONS**

**CONSENT ITEM(S)**

**ITEM 1. REVIEW AND APPROVAL OF HCBF BOARD MEETING MINUTES DATED JULY 20, 2018 (Attachment 1).**

**Recommendation to Board: Approval of the minutes of the HCBF Board meeting dated July 20, 2018**

**REGULAR ITEM(S)**

**ITEM 2. DRAFT COMMUNICATIONS PLAN PRESENTATION (Attachment 2)**

**SUMMARY:** On May 18, 2018 the HCBF Board of Directors approved the development of a communications plan to be developed by James Suazo of Long Beach Forward. James will present the draft plan and board members shall provide feedback for the final plan.

1. Draft Communications Plan

**Recommendation to Board: Review the Draft Communications Plan and approve as is or provide revisions.**

### **ITEM 3. REVIEW AND APPROVE AQMF REQUEST FOR LETTERS OF INTEREST (Attachment 3)**

**SUMMARY:** HCBF Staff, the AQMF Ad-Hoc committee, and consultant Kat Janowicz developed a draft Request for Letters of Interest to solicit projects that will reduce Port-related air emissions in the communities of San Pedro and Wilmington and nearby communities. An LOI process was preferable to all involved parties to provide guidance to applicants prior to an invitation to reply to the RFP. A copy of the following documents is included for board review:

1. Draft Request for Letters of Interest
2. AQMF Program Timeline

**Recommendation to Board: Review and approve the Draft Request for Letters of Interest or provide revisions.**

### **ITEM 4. DISCUSSION OF POTENTIAL HCBF STRATEGIC PLAN (Attachment 4)**

**SUMMARY:** HCBF Board members shall discuss future planning and the potential for development of a new strategic plan, including a process for reviewing research requests from community organizations. A copy of the following documents is included for board review:

1. 2012-2016 Strategic Plan
2. Draft 2016 Strategic Plan
3. Staff Memo - Status of Funding and Spending Plan Scenarios

### **ITEM 5. HCBF HOLIDAY BOARD MEETING SCHEDULE (Attachment 5)**

**SUMMARY:** Board members shall discuss and determine if a quorum is met for the remainder of 2018. A copy of the 2018 Board Calendar is attached for review.

1. Updated 2018 Board Meeting Calendar

### **ITEM 6. CLOSED SESSION**

Gov't Code Section 54957  
Employee Appointment  
Title: Executive Director Search

### **ITEM 7. MEETING ADJOURNMENT**

**Next Meeting:**

Friday, September 28<sup>th</sup>, 2018  
Wilmington Municipal Building  
544 N. Avalon Blvd.  
Wilmington, CA 90744

**PUBLIC BOARD MEETINGS:**

Public Input: An opportunity for the public to address the Board on Agenda items or other items germane to the business of the Board will be provided before or during consideration of the item. Members of the public who wish to speak on any item are requested to complete a speaker card for

each item they wish to address and present the completed card(s) to the Staff. A speaker will be limited to (3) minutes to speak on public interest items.

Agendas: Agendas contain a brief description items to be considered. Where Staff recommendations are made, please note that the Board may exercise its discretion to take action on any action item, up to and including final approval.

Quorum: 4 members of the Board constitute a quorum for the transaction of business. Consent items may be approved without discussion.

Regular Meetings: The Board shall meet regularly, typically on a monthly basis (times and locations To Be Determined). Agenda is subject to revision in accordance with the Brown Act. Agendas will be available in hard copy at the meeting.

Harbor Community Benefit Foundation does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, and translation services may be provided. If you require special assistance to participate in this meeting, you must submit your request in writing to the above address at least one week prior to the meeting.

HCBF can be contacted at (310) 997-7116. [www.hcbf.org](http://www.hcbf.org)