



**HCBF BOARD OF DIRECTORS MEETING**  
Friday, September 28th, 2018, 10:00 A.M.  
**Wilmington Municipal Building**  
**544 N. Avalon Blvd.**  
**Wilmington, CA 90744**

**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**

None

**CONSENT ITEM(S)**

**ITEM 1. REVIEW AND APPROVAL OF HCBF BOARD MEETING MINUTES DATED AUGUST 24, 2018 (Attachment 1).**

**Recommendation to Board: Approval of the minutes of the HCBF Board meeting dated August 24, 2018**

**REGULAR ITEM(S)**

**ITEM 2. HCBF PLANNING SESSION OBJECTIVES & POTENTIAL FACILITATOR DISCUSSION (Attachment 2)**

**SUMMARY:** At the August 24th board meeting, the Board discussed future planning and the potential for development of a new strategic plan or action plan. HCBF Staff is in the process of identifying potential consultants to assist HCBF in this process by facilitating the session. In preparation for the session Board and Staff shall discuss any objectives or suggestions to assist in the facilitation process. A copy of the following documents is included for board review:

1. Staff Memo - Facilitator Update
2. Staff Memo - Planning Session Objectives Outline/Notes

### **ITEM 3. REVIEW REVISED DRAFT COMMUNICATIONS PLAN (Attachment 3)**

**SUMMARY:** On August 24th, James Suazo, from Long Beach Forward, presented the Draft Communications Plan to the Board. Board members commented on the draft and provided comments and suggestions following the meeting. James Suazo has incorporated board suggestions and provided a revised version for review. A copy of the following documents is included for board review:

1. Revised Draft Communications Plan

**Recommendation to Board: Vote to approve the final draft communications plan and authorize HCBF Staff to execute the plan as detailed in the plan timeline, or provide final revisions to be implemented by James Suazo.**

### **ITEM 4. MEETING ADJOURNMENT**

#### **Next Meeting:**

Friday, October 26<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)