



**HARBOR COMMUNITY
BENEFIT FOUNDATION**

HCBF BOARD OF DIRECTORS MEETING

Friday, November 30th, 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 OCTOBER 21st, 2018 (Attachment 1).

Recommendation to Board: Approval of the minutes of the HCBF Board meeting dated October 21, 2018

REGULAR ITEM(S)

ITEM 2. DECEMBER 2018 & 2019 MEETING SCHEDULE DISCUSSION (Attachment 2)

SUMMARY: Board will review and discuss the December 2018 meeting and the 2019 meetings, including a potential change of venue. A copy of the following documents is included for the Board's review and discussion:

1. 2019 Draft Meeting Schedule

Recommendation to Board: Approve the 2019 meeting schedule

ITEM 3. COMMUNITY BENEFIT ROUND 7 GRANT SCHEDULE DISCUSSION

SUMMARY: HCBF Board members have been in discussion to push back the Community Benefit Round 7 grant cycle. Given plans to develop a collective impact project by summer of 2019, board members shall discuss scheduling the Community Benefit Round 7 grant cycle for Fall 2019. Board members shall also discuss the best way to communicate that information to past grantees and other interested applicants. Board shall also discuss unsolicited grant opportunities.

ITEM 4. BOARD SEAT AVAILABILITY DISCUSSION

SUMMARY: Following the resignation of David Thornburg in May 2018, the Board had decided to defer action on nomination of Director Seat A until such a time as the prerequisites for Board action are met. Since August 2018, the ad hoc committee has been conducting a search to bring a nominee for Director Seat A to the Board for a vote. Board members will discuss ideal skills and background for a new director, however, no decision will be made on a final candidate.

ITEM 5. AIR QUALITY MITIGATION FUND RFP REVIEW AND APPROVAL (Attachment 3)

SUMMARY: HCBF Staff, the AQMF Ad-hoc committee, and consultant Kat Janowicz are in the process of reviewing responses to the AQMF Request for LOI to determine project eligibility. Eligible applicants will be invited to respond to the Request for Proposals (RFP) upon approval of the draft RFP developed by HCBF Staff, the AQMF Ad-hoc committee, and consultant Kat Janowicz. A copy of the following documents is included for board review:

1. AQMF RFP Final Draft
2. Staff Memo – Overview of AQMF LOI Responses and Revised AQMF Timeline

Recommendation to Board: Review and approve the Draft Request for Proposals.

ITEM 6. 2019 DRAFT AQMF & HCBF OPERATING BUDGETS REVIEW (Attachment 4)

SUMMARY: HCBF Board members shall review and discuss the draft 2019 AQMF and HCBF Operating Budgets. The final version of the budgets will be presented to the board for approval at the January 2019 board meeting. The following documents are included for board review:

1. 2019 Draft HCBF Operating Budget
2. 2019 Draft AQMF Budget

ITEM 7. PLANNING SESSION DEBRIEFING DISCUSSION (Attachment 5)

SUMMARY: On October 21, 2018, the HCBF Board of Directors decided to focus on a collective impact project strategy to maximize benefits in the Harbor community. Board shall further discuss this approach and potential areas of focus. Board shall also discuss the potential of working with Zoot Velasco to help establish the collective impact project. A copy of the following document is included for board review:

1. HCBF Planning Session Summary Report

ITEM 8. CLOSED SESSION

Gov't Code Section 54957

Employee Appointment

Title: Executive Director

ITEM 9. MEGHAN REESE'S EMPLOYMENT STATUS AND CONTRACT

SUMMARY: By virtue of Ms. Reese's move out of state in July 2018, the employment agreement with Meghan Reese terminated, and Ms. Reese was engaged as an independent contractor to assist HCBF with the transition to a new Executive Director. By virtue of the Board's decision at its strategic planning session on October 21, 2018 to engage Ms. Reese on a longer-term basis, it is necessary to change her status to that of an employee. It is recommended that the Board approve an employment agreement with Ms. Reese, which will also serve to terminate the independent contractor agreement, effective January 1, 2019. A copy of the following documents is included for board review:

1. Executive Director employment contract

Recommendation to Board: Review and vote on a new employment contract for the current consulting Executive Director.

ITEM 10. MEETING ADJOURNMENT

Next Meeting:

Friday, December 7th, 2018
San Pedro Municipal Building
638 S. Beacon Street, Room 452
San Pedro, CA 90731

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