



Agenda

Board of Directors Regular Meeting
10:00 A.M., February 21, 2014
544 N. Avalon Blvd, Wilmington, CA 90744

Board Members

Sean Hecht, Chair; Michele Prichard, Vice Chair; Jesse Marquez, Secretary; Dr. Silvia Prieto, Treasurer; Peter Peyton, Director; David Sloane, Director, and Kathleen Woodfield, Director

Legal Counsel

Michael Jenkins, Jenkins & Hogin LLP

Item A. Public Comments on Non-Agenda Items

Item B. Executive Director Remarks - Mary Silverstein, Executive Director

SA Recycling "Crush the Bus"

Thursday, 02/27/14, 10 am; 901 New Dock Street, San Pedro, CA

Regular March Board Meeting Cancelled

Wilmington Second Annual Community Health Fair

Saturday, 03/22/14, 10 am - 2 pm; 1355 Broad Ave, Wilmington

Walk 4 Humanity Donation Recap

Item C. Board Member Remarks

Consent Items

Item 1. Review and Approve Minutes of the January 17, 2014 HCBF Board meeting

Recommendation:

Board resolves to approve the minutes of the January 17, 2014 HCBF Board meeting

Regular Items

Item 2. School Air Filtration Program/Noise Mitigation Program

Presented by Patricia Kwon, South Coast Air Quality Management District

Funded from the TraPac MOU before the formation of HCBF, the school air filtration program is controlled and administered by AQMD. Initial implementation and installation of high-quality air filters at San Pedro and Wilmington schools occurred in 2013. Ms. Kwon will provide a progress report, noting that some classrooms were not mitigated, yet, because those wall units generate excessive noise, disrupting the learning environment. Potential solutions take into consideration a collaboration of HCBF's noise mitigation program and AQMD's air filtration program.

The HCBF 2013-2016 Strategic Plan anticipated obligating \$250,000 for noise mitigation in the schools during the calendar year ending December 2013.

Recommendation:

Board to direct staff, with guidance from Air Filtration Ad-Hoc Committee, to identify and recommend air and noise mitigation measures, in an amount not to exceed [\$250,000], to address air filtration and noise elements in Wilmington Park Elementary, Broad Avenue Elementary and Hawaiian Avenue Elementary; for future board consideration.

Item 3. 2013 Community Benefit Annual Report

Presented by Staff

The Community Benefit Annual Report highlights HCBF's major accomplishments in 2013, including the pilot round of the Community Benefit Grant Program, Healthy Harbor Grants with data from grantee six-month (Round 2) and annual reports (Round 1), Noise Mitigation in the Schools, a trio of annual community events (Wilmington Health Fair, San Pedro Food festival, and Harbor Area Toy Drive), and donor recognitions. The annual report will be supplemented by a condensed web posting and corresponding e-mail announcement.

Recommendation:

Receive and file.

Item 4. Great March for Climate Action

Presented by Alicia Rivera, Communities for a Better Environment

On Saturday, March 1, 2014, the "So Cal Climate Action 350" and regional partners will launch a "Great March for Climate Action," from Wilmington to USC which will advocate for legislative and executive action on policies that address the climate change challenge.

Recommendation:

Board resolve to support the kickoff of the Great March for Climate Action, by supporting the local health fair, to be held at Wilmington Jaycee Park.

Item 5. Renew Contract with Independent Auditor for Calendar Year 2013

RBZ, LLP was hired in 2012 to perform a financial audit of Harbor Community Benefit Foundation for the Calendar Year 2012, to satisfy that the Foundation's financial affairs were in order. Contract terms and rates remain the same as the prior year. The letter of engagement has been reviewed and approved by the Audit Committee.

Recommendation:

Board resolves to approve the letter of engagement, retaining RBZ, LLP, as an independent certified accountant (CPA), to satisfy that the financial affairs of the Corporation were in order for Calendar Year 2013; to conduct meetings with the Staff, audit committee and/or Board of Directors; and to prepare the requisite tax filings for the Corporation, including Form 990, and California forms RRF-1 and 199.

Board further resolves to authorize the Executive Director, with assistance from Counsel, to finalize and execute the professional services agreement between RBZ, LLP and Harbor Community Benefit Foundation for Calendar Year 2013 financial statement audit and tax filings in an amount not to exceed \$21,000.

Item 6. Presentation of Internal Financial Reports:

HCBF's internal year-end 2013 financial reports prepared by NFM Solutions include:

1. Operating Expense Budget Summary as of December 31, 2013
2. Statement of Operating Activities for year ending December 31, 2013
3. Projects & Programs Summary—PCMTF-funded & HCBF Board-approved
4. Projects & Programs Expenditures through December 31, 2013
5. Combined Statement of Cash Flows as of December 31, 2013

Recommendation

Board to receive, approve and file annual financial reports.

Item 7. Meeting Adjourned

Next Meeting (subject to change):

March Board Meeting Cancelled due to Annual Wilmington Health Fair

April 25, 2014, Friday, 10 am, Wilmington Municipal Building, 544 N. Avalon Boulevard, Wilmington, CA

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 72 hours prior to the meeting. HCBF can be contacted at (310) 997-7116. www.hcbf.org or info@hcbf.org