

MINUTES
of
HARBOR COMMUNITY BENEFIT FOUNDATION

Friday, December 7, 2012
San Pedro Municipal Building, Room 452: 638 South Beacon Street, San Pedro, CA 90731

CHAIR SEAN HECHT PRESIDED **Call to Order: 10:08 AM**

Present: Chair Sean Hecht, Vice Chair Michele Prichard, Treasurer Silvia Prieto, Secretary Jesse Marquez,¹ Director Peter Peyton, Director Jim Sadd, Director Kathleen Woodfield (7)

Absent: None

Staff: Executive Director Mary Silverstein, Program Associate Arturo Alvarez

Counsel: General Counsel Michael Jenkins, Jenkins & Hogin, LLP

ITEM NO. A **OPENING COMMENT – AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD ON NON-AGENDA ITEMS**

The following person gave public comments:

Brenda Solomon, Vice President of Development at Marymount College

ITEM NO. B **STAFF ANNOUNCEMENTS**

Staff provided an update regarding the hiring progress for the Program Associate position. Staff announced the success of the Green Business Benefits Workshop in Wilmington; participants included Council District 15, Joe Buscaino, Communities for a Better Environment (CBE), AQMD, Board member M. Prichard, Liberty Hill; Board member Jesse Marquez, CFASE; and HCBF staff, among others.

ITEM NO. C **BOARD MEMBER REMARKS**

The following Board members commented:

1. Director K. Woodfield
2. Director P. Peyton
3. Director J. Sadd
4. Chair S. Hecht and
5. Vice Chair M. Prichard.

ITEM NO. D **EXECUTIVE DIRECTOR REMARKS**

Upon request by staff, Chair S. Hecht moved Item No. D to end of agenda.

CONSENT AGENDA

ITEM NO. 1 **REVIEW AND APPROVAL OF THE MINUTES OF THE HCBF BOARD MEETING DATED 11/16/2012**

ITEM NO. 2 **CONSULTING CONTRACT- NFM SOLUTIONS, LLC, based in San Pedro, CA. Contract to provide part-time bookkeeping services, as authorized on February 23, 2012 by the HCBF Board.**

Motion to approve the items on the consent agenda.

Motion by M. Prichard and seconded by S. Prieto. Motion carried unanimously:

Ayes: 7 (S. Hecht, M. Prichard, S. Prieto, J. Marquez, P. Peyton, J. Sadd & K. Woodfield)

¹ Director J. Marquez arrived at 10:21 am, prior to consideration of consent agenda items.

REGULAR ITEMS

ITEM NO. 3 DISCUSSION AND APPROVAL OF THE RETENTION OF BOARD MEETING RECORDINGS OF THE HARBOR COMMUNITY BENEFIT FOUNDATION

Executive Director Mary Silverstein gave a brief staff report on this item. Board members expressed their support to retain Board meeting recordings.

Motion to adopt a policy to record and retain existing and new recordings of Board Meetings, with direction to staff to review the policy at the end of the calendar year 2013.

Motion by M. Prichard and seconded by P. Peyton. Motion carried unanimously:

Ayes: 7 (S. Hecht, M. Prichard, S. Prieto, J. Marquez, P. Peyton, J. Sadd & K. Woodfield)

ITEM NO. 4 CHINA SHIPPING – AIR QUALITY PROJECTS FUND

Melissa Lin Perrella, Attorney with NRDC, presented a conceptual opportunity for HCBF to manage and administer a \$6 million fund for air quality projects in the San Pedro area. The fund originates from a 2003 settlement agreement linked to an expansion of the China Shipping terminal. The conceptual proposal, as presented by Ms. Perrella, is supported by NRDC, Coalition for Clean Air, San Pedro homeowners associations, the Port of Los Angeles and SCAQMD.

Board members discussed the conceptual terms, expressed their general support, and directed staff to work with NRDC, the Port of LA Staff, and the City Attorney, to generate a formal proposal to receive and administer funding for Air Quality Projects to be presented to the Board for consideration at a later date.

ITEM NO. 5 HEALTH CARE GRANT RFP – ROUND 2

Executive Director Mary Silverstein provided the status of the Health Care Grant RFP – Round 2, including the announcement of \$750,000 in funding, the applicant/technical assistance workshop, and the solicitation process for proposals serving Wilmington and/or San Pedro. Ms. Silverstein announced the receipt of 21 submissions as of the November 30 proposal deadline, totaling over \$3.1 Million in funding requests compared to 7 submissions received in Round 1, for proposals serving only Wilmington, totaling roughly \$1.2 Million. Ms. Silverstein reported staff will work with the Ad hoc committee on Health Care Grant Programs to evaluate the proposals and develop grantee funding recommendations, for consideration and approval by the Board, subject to future consideration and funding approval by the Board of Harbor Commissioners.

The following member of the public commented on this item:

Marc Ryan, Green Health Acupuncture, Inc.

No Board action required for Agenda Item No. 5.

ITEM NO. 6 STRATEGIC PLANNING SESSION REVISED REPORT #4B: OBJECTIVES, STRATEGIES, TACTICS, AND APPENDIX A

Consultant David Norgard, OD180, presented the Revised Report #4B, containing objectives, strategies and tactics, as well as Appendix A - Disbursement Schedule. The Consultant reported Revised Report #4B had been reviewed and approved by the ad hoc Strategic Planning Committee. The Board reviewed and considered the content of the report.

The Consultant advised the Board that Appendices B and C, respectively the Grant Consideration Criteria and Approval Process, and Grant Project Reporting & Evaluation Guidelines were not yet drafted. He recommended formation of an ad hoc committee to develop Appendices B & C. The Board directed staff to make a future presentation to the Board of the complete DRAFT Strategic Plan, with Appendices, for consideration and adoption.

As a follow-up, the consultant recommended staff schedule an initial review of the Strategic Plan perhaps 6 months after adoption.

Motion to create an *ad hoc* committee, to include Vice Chair M. Prichard and Director J. Sadd, to prepare recommendations for Appendices B and C, to be presented at a Board meeting in 2013.

Motion by M. Prichard and seconded by K. Woodfield. Motion carried unanimously:

Ayes: 7 (S. Hecht, M. Prichard, S. Prieto, J. Marquez, P. Peyton, J. Sadd & K. Woodfield)

General Counsel provided guidance on the role and appropriateness of various Board committees. The Board directed the *Ad Hoc* Committee on Strategic Planning to work on Goal 3.3.

NOTE: Chair S. Hecht returned to Agenda Item No. D.

ITEM NO. D EXECUTIVE DIRECTOR REMARKS

Executive Director Mary Silverstein recapped the significant milestones achieved during the foundation's first full year of operation, concluding in December 2012. Ms. Silverstein commended her staff, Program Associate Arturo Alvarez for his productivity, creativity, and commitment; announced the perfect attendance of board members Ms. Prichard and Ms. Woodfield; and acknowledged each of the Board Members, in appreciation of their exceptional dedication and vision as founding members of HCBF.

Mr. Hecht commended and thanked the HCBF staff and its legal counsel, Jenkins & Hogin, LLP

Ms. Silverstein announced the next meeting date: Friday, January 18, 2013, at 11 am - a new time. Location is to be determined.

ITEM NO. 7 ADJOURNMENT

Chair S. Hecht adjourned the meeting at 12:43 PM

I hereby certify that these minutes have been approved.



Jesse N. Marquez, Secretary

1-18-13

Date