



**HARBOR COMMUNITY
BENEFIT FOUNDATION**

**BOARD OF DIRECTORS MEETING
San Pedro Municipal Building, Room 452
638 South Beacon Street, San Pedro, CA**

July 11, 2014
10:00 A.M.

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

HCBF

Mary Silverstein, Executive Director

AGENDA

Item A. Public Comment on Non-Agenda Items

Item B. Staff Presentations & Executive Director Remarks

1. Meghan Reese, Program Associate

HCBF Grantee Workshop / Healthy Harbor Round 3 and CB Grants Pilot Round
Collaboration/Lessons Learned

2. Ata Khan, Program and Communications Manager

Community Benefit Grants, Round 2. Grant Cycle Update – Evaluations in Progress

3. Executive Director Remarks

Noise Mitigation in the Schools - Collaboration with LAUSD Facilities

Item C. Board Member Remarks

CONSENT ITEMS (1-6)

1. REVIEW AND APPROVE MINUTES OF HCBF BOARD MEETING DATED MAY 19, 2014

RECOMMENDATION

Board resolves to approve the minutes of the HCBF Board meeting dated May 19, 2014

2. HEALTHY HARBOR, ROUND 2, FIRST AMENDMENT, WILMINGTON HEALTH CENTER

Summary: Wilmington Health Center (“WHC” or “Grantee”) Harbor Community Benefit Foundation (HCBF or Foundation) entered into a Grant Agreement for the Health Care Program, Round 2, dated February 15, 2013, and fully executed on March 21, 2013. The Grant Term was effective July 1, 2013, with the Final Reporting Period Ending June 30, 2014.

Wilmington Health Center has requested 1) an extension of term, reporting requirements, and disbursement schedule; and 2) an amendment to the grant payee, on behalf of the grantee. The project budget has not changed.

RECOMMENDATION

Board Approval, in substantial form, of the First Amendment to the Grant Agreement to amend and modify the Agreement, provide for a six-month extension, approve Coalition for Clean Air as the Grant Payee during the Grant Term, on behalf of Grantee, and establish a new grant period end date of December 31, 2014.

3. HEALTHY HARBOR GRANT AGREEMENT, ROUND 3, FIRST AMENDMENT, THE CHILDREN’S CLINIC

Summary: The Children’s Clinic, “Serving Children and Their Families” (“The Children’s Clinic”, “TCC” or “Grantee”) and Harbor Community Benefit Foundation (HCBF or Foundation) entered into a Grant Agreement for Healthy Harbor Round 3, dated January 17, 2014, and fully executed on March 6, 2014. The Grant Term was for a period of one year, effective April 1, 2014, with the Reporting Period Ending March 31, 2015.

TCC has requested an extension of term, reporting requirements, and disbursement schedule. The project budget has not changed.

RECOMMENDATION

Board Approval, in substantial form, of the First Amendment to the Grant Agreement to amend and modify the Agreement, provide for a six-month extension, establish a new grant period end date of September 30, 2015 and adjust the disbursement of the second Installment, to coincide with the Progress Report for period ending March 31, 2015.

4. HEALTHY HARBOR GRANT AGREEMENT, ROUND 3, FIRST AMENDMENT, LBACA

Summary: Long Beach Alliance for Children with Asthma (“LBACA” or “Grantee”) and Harbor Community Benefit Foundation (HCBF or Foundation) entered into a Grant Agreement for Healthy Harbor Round 3, dated January 17, 2014, and fully executed on March 6, 2014. The Grant Term was for a period of one year, effective April 1, 2014, with the Reporting Period Ending March 31, 2015.

LBACA has requested 1) an extension of term, reporting requirements, and disbursement schedule; and 2) an amendment to the grant payee, on behalf of the grantee. The project budget has not changed.

RECOMMENDATION

Board Approval, in substantial form, of the First Amendment to the Grant Agreement to amend and modify the Agreement, to provide for a six-month extension, establish a new grant period end date of September 30, 2015, adjust the disbursement of the second Installment, to coincide with the Progress Report for period ending March 31, 2015, and approve Memorial Medical Center Foundation as the Grant Payee during the Grant Term, on behalf of Grantee.

5. HEALTHY HARBOR GRANT AGREEMENT, ROUND 3, FIRST AMENDMENT, LA BIOMED

Summary: Los Angeles BioMed (“LBACA” or “Grantee”) Harbor Community Benefit Foundation (HCBF or Foundation) entered into a Grant Agreement for Healthy Harbor Round 3, dated January 17, 2014, and fully executed on March 6, 2014. The Grant Term was for a period of one year, effective April 1, 2014, with the Reporting Period Ending March 31, 2015.

LA BioMed has requested an extension of term, reporting requirements, and disbursement schedule. The project budget has not changed.

RECOMMENDATION

Board Approval, in substantial form, of the First Amendment to the Grant Agreement to amend and modify the Agreement, provide for a six-month extension, establish a new grant period end date of September 30, 2015 and adjust the disbursement of the second Installment, to coincide with the Progress Report for period ending March 31, 2015.

6. GOVERNANCE PRACTICES - HCBF RECORDS RETENTION ARCHIVAL POLICY

Summary: On May 19, 2014 the Board of Directors adopted a Document Retention Policy to provide guidelines for responsible business practices, and, to comply with all state and federal regulations for the treatment of documents and records within the organization.

With guidance from Director D. Sloane, to further enhance its green practices, the adopted Records Retention Policy is hereby augmented with an Archival Policy, to clarify the periodic archival policies and procedures for its electronic records. Such policy may be modified from time to time, to reflect changes in modern technology.

RECOMMENDATION

Board resolves to approve and adopt the HCBF Records Retention Archival Policy.

REGULAR ITEMS

7. HARBOR GREEN SCHOOLS INITIATIVE, \$300,000 FOR WILMINGTON & SAN PEDRO

With guidance from the ad-hoc committee, staff will present for board review and consideration the launch of the "Harbor Green Schools Initiative".

On May 19, 2014, HCBF's Board of Directors formed an ad-hoc committee to explore a grant making initiative at K-12 public schools in Wilmington and San Pedro. The committee convened and offered guidance to HCBF staff in the development of the program guidelines, to target grant dollars for the communities of Wilmington and San Pedro, and to effectively and efficiently achieve the unique needs of the schools impacted by the operations of the Port of Los Angeles.

As of 2014, HCBF awards grant funding through two annual competitive grant programs, Healthy Harbor, and Community Benefit Grants. The proposed Harbor Green Schools Initiative is tailored to minimize overlap with existing grant programs, will be streamlined for school administrators, and will support projects and programs offered at LAUSD facilities in Wilmington and San Pedro. Matching funds will be encouraged to maximize the impact of the new initiative.

Staff recommends equitable funding for Wilmington and San Pedro, in support of science, technology, engineering, arts, and math (S.T.E.A.M.) projects and programs. Through S.T.E.A.M.-based education, HCBF will pursue its approved 2013-2016 Strategic Plan priorities of youth development, environmental education, career development, and collaboration with external stakeholders, while directly addressing school needs, including but not limited to, environmental education, green technology, marine biology, beautification, greening, and extracurricular programming.

Funding dedicated from the Port Community Mitigation Trust Fund will be tidelands-trust compliant.

RECOMMENDATION

Board approval, with guidance from the ad-hoc committee as needed, to develop and launch a Request for Proposals (RFP) for the pilot Harbor Green Schools Initiative, dedicated to programs at LAUSD K-12 schools and facilities in Wilmington and San Pedro.

Board approval of a commitment of \$150,000 for Wilmington and \$150,000 for San Pedro, for a total of \$300,000, from the Port Community Mitigation Trust Fund for the Pilot Program, with opportunities for grants ranging from \$2,500 (minimum request) to \$25,000 (maximum award).

8. OFF-PORT LAND USE IMPACT STUDY, REQUEST FOR PROPOSALS

Summary: With guidance from the ad-hoc committee, staff presents for board review and consideration a draft Request for Proposals (RFP) for the solicitation of an Off-Port Land Use Impact Study.

Per the terms of the TraPac MOU, the proposed study will consider the cumulative impacts of past, current and future Port operations in Wilmington and San Pedro. In accordance with the 2013-2016 Strategic Plan, the study will inform HCBF and community stakeholders of the environmental, social, and economic challenges stemming from the expanding operations of the Port of Los Angeles, as well as the unique opportunities for future community investment. Responders must provide team composition and member qualifications, scope of work, proposed timeline, and detailed schedule of fees to complete the deliverables.

RECOMMENDATION

Board approval, in substantial form, with guidance from the ad-hoc committee as needed, the release of a Request for Proposals (RFP) to qualified firms, with a project budget not to exceed \$165,000, for the completion of an Off-Port Land Use Impact Study, establishing a deadline for proposals to be submitted, electronically, no later than 4:00 pm [Friday, September 26, 2014].

9. MEETING ADJOURNED

Next Meeting:

Friday, August 15, 2014, Wilmington Municipal Building, 544 N. Avalon, 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 or info@hcbf.org