



MINUTES

Board of Directors Regular Meeting
April 25, 2014
544 N. Avalon Blvd., Wilmington, CA 90744

Sean Hecht, Chair, Presided, Call to Order: 10:12am

Board Members Present: Sean Hecht, Chair; Michele Prichard, Vice Chair; Jesse Marquez, Secretary; David Sloane, Director; and Kathleen Woodfield, Director (5)

Absent: Dr. Silvia Prieto, Treasurer; and Peter Peyton, Director (2)

Legal Counsel: Michael Jenkins, Jenkins & Hogin LLP

Item A. Public Comments on Non-Agenda Items

Bruce Heyman, Executive Director, Los Angeles Maritime Institute. Bruce introduced himself as the new E.D, and presented information on the Swift of Ipswich, a Wilmington training ground for young sailors, as well as the upcoming "Port Passages" educational tour of L.A.'s official Tall Ships.

Director Jesse Marquez commented.

Cynthia Ruiz, Deputy Director, Port of Los Angeles, announced the availability of \$1 million in competitive community investment grants to be offered in two rounds, in the Spring and Fall of 2014. Cynthia thanked HCBF for setting a good example by offering grant workshops, as the Port will now be implementing informational community workshops as well, with dates to be determined.

Board members M. Prichard, K. Woodfield and J. Marquez commented.

Item B. Staff Presentations & Executive Director Remarks

1. Recap: Diesel Bus Crush sponsored by SA Recycling

Mary Silverstein, Executive Director, announced the success of the well-attended HCBF Bus Crush event, sponsored and co-hosted by SA Recycling. The board enjoyed the Gaby Ramirez, CD-15 video, starring the children of Hawaiian Avenue Elementary and San Pedro High. The Boys & Girls Clubs of the L.A. Harbor were presented \$3,750 for their election to "decommission and scrap" the diesel bus, as promised, after the HCBF Board approved funding of two CNG buses.

Tony Tripp accepted the check on behalf of the Boys & Girls Clubs of the L.A. Harbor. He thanked HCBF and noted that the kids could tell the difference in the air quality on the bus, commenting, "It no longer smells!"

2. Recap: 2nd Annual Wilmington Health Fair

Ata Khan, Program & Communications Manager, presented the accomplishments and statistics from the Second Annual Wilmington Health Fair, hosted by HCBF. Attended by over 60 vendors and an estimated 350 attendees, reported fair highlights included the provision of free health services such as enrollment in

Covered California and flu vaccinations, coupled with a wide array of medical check ups and health screenings for diabetes, osteoporosis, asthma, obesity, vision and stress.

3. Donation Received by Konoike Pacific "K-Pac"

Mary Silverstein announced the receipt of a donation of \$5,000 from Konoike Pacific (K-Pac), in celebration of their 20th Anniversary in Wilmington, explaining the donation stems from an introduction by Supervisor Don Knabe and his Field Deputy, Rebekah Kim. K-Pac requested HCBF dedicate the funds toward educational materials and supplies.

The HCBF Board joined the staff in presenting a \$5,000 check from HCBF to Wilmington Park Elementary Principal, Adriana Nakano. Ms. Silverstein noted that Principal Nakano agreed to provide a detailed report on the program's expenditures, with measures of its success.

Ms. Nakano thanked the Board, stating they will use the funds for RAZ Kids, (reading from A to Z), an interactive learning program in English and Spanish, directed to grades K through 3, plus Special Education.

4. 2013 Community Benefit Annual Report

Meghan Reese, Program Associate, presented the revised draft of the 1st Annual Community Benefit Report. The Board commended staff, especially Meghan, for the greatly enhanced, skillful, presentation of HCBF's accomplishments during the year. The Board directed staff to finalize and release, both electronically and in print format.

Item C. Board Member Remarks

Jesse Marquez announced that the Port is meeting regarding a new project at Avalon and Fries. Jesse also announced the upcoming Clean Up Green Up workshops, including one in Wilmington on May 20th.

Michele Prichard announced Sharefest's upcoming Workday at three Wilmington sites on May 3, funded in part by HCBF, and UCLA Luskin's Community Scholar Program events.

CONSENT ITEMS

Item 1. Review and Approve Minutes of HCBF Board meeting dated February 21, 2014

Motion to approve the minutes of the HCBF Board meeting dated February 21, 2014

Motion by David Sloane, seconded by Michele Prichard, carried unanimously.

REGULAR ITEMS

Item 2. HCBF Document Records Retention Policy

Staff Presentation: Mary Silverstein, Executive Director

Mary Silverstein presented a draft Document Records Retention Policy. Board reviewed and recommended the addition of a procedure to establish archives. Counsel recommended additional edits: a) update wording under Email section to replace 'routinely' with "not less than annually," b) add wording to reiterate that email is not a storage device, and c) encourage the Board is to adhere to the policy regarding emails.

Board directed staff to make adjustments, with counsel, and present final version in a future board meeting.

Item 3. HCBF Submitting Public Comments to Various City of Los Angeles Draft Documents

Staff Presentation: Ata Khan, Program & Communications Manager

Ata Khan presented staff authored comment letters in response to three planning documents available for public review: **a) re:code LA, an update to the City of Los Angeles' zoning code; b) LA/2B Mobility Plan 2035, an update to the City's "Mobility" element in the "General Plan;" and c) Plan for a Healthy Los Angeles, a new "Health and Wellness" element to be added to the "General Plan."** The first city document, in its current format, is available for public review and comment through [May 3], 2014. The second two are available for public review and comment through [May 13], 2014

Board members favorably reviewed the draft letters. The Board Chair commented that staff is authorized to respond, as a general administrative function, that no Resolutions from the Board were required, and that the solicitation of Board involvement to draft the public comment letters was greatly appreciated. Staff agreed to update and finalize the comment letters, per the Board Members' recommendations.

Item 4. HCBF's Community Benefit Grant Program, Round 2

Staff Presentation: Ata Khan, Program & Communications Manager

Ata Khan presented the Community Benefit Grants Application Guide, recommending release to the public in early May. Ata noted changes from the previous year to include the following criteria: a) **beautification**, including clean-up initiatives, tree planting, urban greening, murals, and other projects that improve the visual quality of the Harbor; b) **environmental education**, including programs that educate residents on various environmental subjects, and/or programs that encourage the exploration and development of sustainable technology; and c) **community resources**, including youth development (internships, fellowships, academies), workforce development (job placement, skills training), community safety, community gardening, cultural resources, recreation, and other programs that improve access to, and availability of, vital community resources for underserved and economically disadvantaged residents in Wilmington and San Pedro.

In support of HCBF's 2013-2016 Strategic Plan, Staff recommends the announcement of \$550,000 in available funds for the second round of Community Benefit Grants, with applications due by 4pm, Friday, June 27, 2014.

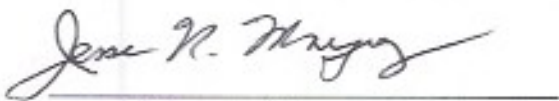
Motion to:

- 1. Approve the allocation of Port Community Mitigation Trust Fund (PCMTF) grant funding in the amount of \$550,000 for HCBF's Community Benefit Grant Program, Round 2;*
- 2. Approve, in substantial form, the release of the Grant Application Guide and funding announcement of HCBF's Community Benefit Grant Program, Round 2, soliciting projects and programs that benefit the communities of Wilmington and San Pedro, subject to guidance from the ad-hoc Community Benefit Grants Committee, and*
- 3. Appoint an ad-hoc committee for the launch and evaluation of the Community Benefits Grants consisting of Board members Michele Prichard, Peter Peyton, and Kathleen Woodfield.*

Motion by Michele Prichard, seconded by Kathleen Woodfield, carried unanimously.

Item 5. Meeting Adjourned - Chair S. Hecht adjourned the meeting at 12:16 p.m.

I hereby certify that these minutes have been approved.



Jesse N. Marquez, Secretary

May 19, 2014

Date