

MINUTES
of
HARBOR COMMUNITY BENEFIT FOUNDATION

Friday January 18, 2013
San Pedro Service Center: 769 W. Third Street, San Pedro, CA 90731

CHAIR SEAN HECHT PRESIDED **Call to Order: 11:08 AM**

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

Absent: None

Staff: Executive Director Mary Silverstein, Program Associates Arturo Alvarez & Ata ul Malik Khan

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

ITEM A. **OPENING COMMENT – AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD ON NON-AGENDA ITEMS**
There were no public comments.

ITEM B. **STAFF ANNOUNCEMENTS**
Staff announced the hiring of Ata ul Malik Khan.

ITEM C. **BOARD MEMBER REMARKS**
The following directors provided remarks:

Director J. Marquez
Chair S. Hecht

ITEM D. **EXECUTIVE DIRECTOR REMARKS**
There were no Executive Director remarks.

CONSENT AGENDA

ITEM NO. 1 REVIEW AND APPROVAL OF THE MINUTES OF THE HCBF BOARD MEETING DATED 12/07/2013

Motion to approve the minutes dated 12/07/2013.

Motion carried unanimously:

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

REGULAR ITEMS

ITEM NO. 2 SELECTION AND ENGAGEMENT OF INDEPENDENT AUDITOR

Executive Director Mary Silverstein gave a brief staff report on this item. Board members asked questions from the representatives of RBZ, LLP who responded to their questions.

¹ Director S. Prieto departed at 12:50 p.m., prior to consideration of Agenda Item No. 5.

Motion to approve staff recommendation to hire RBZ, LLP, as an independent certified accountant (CPA), (1) to satisfy that the financial affairs of the Corporation are in order; (2) to conduct an annual audit to include the trust funds; (3) to conduct meetings with the staff, audit committee and/or Board of Directors; and (4) to prepare the requisite tax filings for the Corporation, including Form 990, and California forms RRF-1 and 199.

Further, move to authorize the Executive Director, with assistance from counsel, (1) to finalize and execute the professional services agreement between RBZ, LLP and Harbor Community Benefit Foundation in the amount of \$17,500 for the Calendar Year 2012 financial statement audit; (2) to authorize \$3,500 for tax filings; and (3) to pay, upon execution of service agreement, a retainer of \$5,000 to be applied to the 2012 invoices.

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

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

ITEM NO. 3 PORT COMMUNITY MITIGATION TRUST FUND (PCMTF) PERFORMANCE REPORT

Executive Director Mary Silverstein gave a brief staff presentation on this item. Board directed staff to look at available fund management options and re-present the matter at the February Board meeting.

ITEM NO. 4 HCBF HEALTH CARE GRANT PROGRAM

Executive Director Mary Silverstein reported on the progress of programs and projects under ROUND 1. She noted that the Ad Hoc Health Care Grant Committee had met prior to the Board meeting and reported on the progress made by staff and the committee in the evaluation and selection of grant proposals for ROUND 2. Program Associate Ata ul Malik Khan made a brief video presentation. The Board discussed the issue of conflict of interest and directed staff to explore the idea of an organizational conflict of interest policy. Chair Hecht requested Staff to re-circulate a list of all ROUND 2 grant applicants to the Board for conflict of interest disclosure.

Chair S. Hecht called on public comment. The following person commented:

Dr. Schoenwetter, Phil Schoenwetter MD Inc.

ITEM NO. 5 LAND USE SURVEY

Executive Director Mary Silverstein gave a brief staff report on this item. She reported that no additional costs have been incurred to date and that the land use contract is still on hold.

ITEM NO. 6 STRATEGIC PLANNING SESSION

After OD180 Consultant David Norgard gave an introductory presentation on progress achieved to date, the HCBF Board of Directors partook in a strategic planning session. The Board reviewed and considered (1) New Section 3.3, (2) APPENDIX B -- Grant Consideration Criteria & Approval Process, and (3) APPENDIX C -- Grant Reporting & Evaluation Guidelines. Executive Director Mary Silverstein gave a brief staff report on this item.

Motion to adopt, in substantial form, the substantive elements of the Strategic Plan 2013-2016, dated January 18, 2013, including New Section 3.3, Appendix B, and Appendix C.


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

Ayes: 6 (S. Hecht, M. Prichard, J. Marquez, P. Peyton, J. Sadd & K. Woodfield)

ITEM NO. 7 ADJOURNMENT

Chair S. Hecht adjourned the meeting at 1:41 PM

I hereby certify that these minutes have been approved.



Jesse N. Marquez, Secretary

2/16/2013
Date