



MINUTES  
*of*  
HARBOR COMMUNITY BENEFIT FOUNDATION  
Regular Board Meeting

Friday September 20, 2013  
San Pedro Municipal Building, Room 452: 638 South Beacon Street, San Pedro, CA

**CHAIR SEAN HECHT PRESIDED**      **Call to Order: 10:07 AM**

**Present:** Chair Sean Hecht, Vice Chair Michele Prichard, Treasurer Silvia Prieto, Secretary Jesse Marquez, Director Peter Peyton, Director David Sloane, Director Kathleen Woodfield (7)

**Absent:** None

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

**Counsel:** Lauren Langer, General Counsel on behalf of Michael Jenkins, Jenkins & Hogin, LLP

**ITEM A.**      OPENING COMMENT – AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD ON NON-AGENDA ITEMS

The following person made public comment(s):

- Ricardo Hong, Advanced Algae

**ITEM B.**      STAFF & EXECUTIVE DIRECTOR REMARKS

E.D. M. Silverstein and Director K. Woodfield are scheduled to attend the South Bay Business Environmental Coalition's 6<sup>th</sup> Annual SoCal Environmental Excellence Development (SEED) awards, noting that HCBF has been nominated for the Bridge Builder award.

E.D. M. Silverstein also announced that the auditor, RBZ, secured a full abatement for the 2011 tax year.

**ITEM C.**      BOARD MEMBER REMARKS  
none

**CONSENT AGENDA**

**ITEM NO. 1      REVIEW AND APPROVAL OF THE MINUTES OF THE HCBF BOARD MEETING DATED 08/16/2013**

**Motion to approve the minutes of the HCBF Board meeting dated 8/16/2013.**

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

Ayes: 6 (S. Hecht, P. Peyton, M. Prichard, S. Prieto, D. Sloane & K. Woodfield)

## REGULAR ITEMS

### ITEM NO. 2 GOVERNANCE GUIDANCE: HCBF BOARD OF DIRECTORS' RESPONSIBILITIES

Continuing from the August Board meeting, OD180 Consultant David Norgard introduced a revised "Board Member Position Description" containing a General Description of the Role of Board Members, Code of Conduct for Board Members, Guidance from the Bylaws and an Acknowledgment. The Board discussed, and Director K. Woodfield proposed an amendment to the Code of Conduct for Board Members:

"When making public utterances, all Board members shall make it clear whether he/she is authorized to speak on behalf of HCBF, or whether he/she is presenting his/her own views."

**Motion to approve and adopt the Board Member Position Description, dated September 20, 2013, as amended, to be acknowledged, in writing, by all current and future board members.**

Motion by D. Sloane and seconded by Vice Chair, M. Prichard. Motion carried unanimously:

Ayes: 7 (S. Hecht, J. Marquez<sup>1</sup>, P. Peyton, M. Prichard, S. Prieto, D. Sloane & K. Woodfield)

### ITEM NO. 3 INVESTMENT FUND MANAGEMENT - PRESENTATION BY LIBERTY HILL

Vice Chair M. Prichard, a staff member of Liberty Hill, recused herself for this agenda item, leaving the room prior to the presentation and discussion.

The following guests identified themselves and made an informative presentation to the Board:

Liberty Hill: 1) Kafi D. Blumenfield, President/CEO, 2) Preeti Kulkarni, CFO, and 3) Carol Lee, Senior Program Officer, Donor Advised & Restricted;

Morgan Stanley Wealth Management: 1) Shamyia Ullah, Portfolio Manager, and 4) Amir Navab, Wealth Advisor

The Board posed questions to the team.

**Motion to create an *ad hoc* subcommittee, comprised of Directors S. Hecht, J. Marquez, and S. Prieto, to review investment options and provide input to the staff, as needed, prior to a formal Board recommendation.**

Motion by K. Woodfield and seconded by J. Marquez. Motion carried unanimously:

Ayes: 6 (S. Hecht, J. Marquez, P. Peyton, S. Prieto, D. Sloane & K. Woodfield)

### ITEM NO. 4 STAFF REPORTS

#### HCBF Staff Presentations

#### a) Community Benefit Grant Program

Program Associate Ata ul Malik Khan reported the Community Benefit Grant application deadline is September 20, at 4 pm (later today). He reported three community workshops had been held in Wilmington and San Pedro, with about 100 participants, and that community presentations were made at recent neighborhood council meetings. Marketing efforts included an array of social media outlets: HCBF's website, Facebook account, and the Mailchimp distribution list of roughly 1600 contacts. So far, 24 applications had been received. The HCBF Grant Selection Committee is scheduled to convene prior to the October board meeting with a target to make recommendations to the Board in November.

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<sup>1</sup> Director J. Marquez arrived during Agenda Item No. 2.

Director P. Peyton stated that he would like a community resource page to be developed for HCBF's website. Vice Chair M. Prichard stated Allyson Becker from CD15 praised HCBF on its wide distribution efforts.

**b) Family Food Fest**

Program Associate Ata ul Malik Khan reported the first annual San Pedro festival, hosted in partnership with HCBF grantee Harbor Community Clinic, attracted: 1) over 50 service organizations participated, providing nutrition resources, children's activities, health and wellness education, diabetes screening, and collection of blood; 2) roughly 60 volunteers participated from Beacon House, Everest College, House of Hope, and Marymount College; and 3) roughly 500 San Pedro residents! Through a partnership with Vons, Food Finders, and California Outreach Organization, over 500 bags of groceries were distributed to families, which could feed about 2,000 people, and local vendors provided nutritional food at no cost to festival attendees. Finally, he reported that Harbor Community Clinic and HCBF received donations, including Board Members, consultants, friends and family donors, equal to about 96% of the expenses incurred for the event.

**c) Noise Mitigation Program**

Program Associate Arturo Alvarez reported a team led by Landrum & Brown had conducted acoustical testing and structural assessments of a select sample of schools and residences in Wilmington "to determine how much external sound penetrates the building envelope(s)". Sites were selected based on their proximity to port related noise sources. First priority sites included Broad Elementary School, Wilmington Park Elementary School, and Hawaiian Avenue Elementary School.

Collaborative efforts with AQMD and IQAir are also underway to test and measure sound levels experienced from noise generated from **inside** the classrooms –additional sound readings measured the noise from the HVAC system in full operation, and again with the system "turned off".

Indoor and exterior testing was completed on a representative sample of Wilmington's varied housing stock to identify and recommend future mitigation measures. Landrum & Brown is scheduled to present testing results and mitigation recommendations at the December board meeting.

Dir. K. Woodfield, who attended the tests at Broad Elementary, commented on the testing process and observations.

E. D. Silverstein clarified that the collaboration with AQMD and IQAir - to minimize the interior noise - resulted from observations by Director K. Woodfield, noting the HVAC systems were distracting to the learning environment, so teachers would turn them off, preventing any indoor air filtration.

**ITEM NO. 5 "HEALTHY HARBOR" - HCBF HEALTHCARE GRANT PROGRAM, ROUND 3**

The following person made public comments:

- Dan Witzling, BREATHE LA

Executive Director Mary Silverstein presented an overview of the funding benchmarks established, and achieved to date, based on the HCBF 2013-2016 Strategic Plan.

Program Associate Ata ul Malik Khan presented proposed guidelines for funding under the healthcare grant program, Round 3. Written with the applicant in mind, proposed changes to the grant program include: 1) a new program name - replacing HCBF Healthcare Grants with "Healthy Harbor" Grant Program; 2) references to a Request for Proposals (RFP) to be replaced with "Grant Application Guide"; 3) consistency in language between the proposed grant application guide and the 2013-2016

Strategic Plan. Program funding priorities would reflect the board adopted goal of mitigating health impacts of “port-related pollution” rather than impacts limited to “air pollution”; and 4) Grant Consideration and Criteria would mirror the Application Content and Format.

**Motion to 1) approve an allocation of PCMTF grant funding in the amount of \$550,000 for HCBF’s “Healthy Harbor” Healthcare Grant Program, soliciting projects and programs that benefit the communities of Wilmington and San Pedro and, 2) approve, in substantial form, the release of the Grant Application Guide and funding announcement for Round 3 of HCBF’s “Healthy Harbor” Healthcare Grant Program, subject to guidance from the ad-hoc Health Care Grant committee.**

Motion by P. Peyton<sup>2</sup> and seconded by M. Prichard. Motion carried unanimously:

Ayes: 6 (S. Hecht, J. Marquez, M. Prichard, S. Prieto, D. Sloane & K. Woodfield)

**ITEM NO. 6 ADJOURNMENT**

Chair S. Hecht adjourned the meeting at 12:09 p.m.

*I hereby certify that these minutes have been approved.*

  
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Jesse N. Marquez, Secretary

10/18/17  
Date

<sup>2</sup> Director P. Peyton departed prior to the final vote for Agenda Item No. 5.