



**HARBOR COMMUNITY  
BENEFIT FOUNDATION**

**MINUTES OF THE  
HCBF BOARD OF DIRECTORS MEETING**  
Friday, August 24<sup>th</sup>, 2018, 10:00 A.M.  
**San Pedro Municipal Building**  
**638 S. Beacon Street, Room 452**  
**San Pedro, CA 90731**

**BOARD MEMBERS:**

**PRESENT:** Gisele Fong, Chair; Jayme Wilson, CFO/Treasurer; Angelo Logan, Director; and Richard Havenick, Director

**ABSENT:** Cristin Mondy, Secretary

**HCBF:** Meghan Reese, Acting Executive Director; Tamanna Rahman, Program Assistant

**LEGAL COUNSEL:** Michael Jenkins; Best Best & Krieger.

Meeting was called to order at 10:05 A.M.

**AGENDA**

**ITEM A. PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**ITEM B. STAFF REMARKS**

1. Meghan Reese provided a reminder that the Board of Director search is still ongoing. If there are any suggestions from the Board, HCBF staff can help with follow-up.
2. Northwest San Pedro Neighborhood Council provided a letter to HCBF requesting a risk assessment of railroad hazards in San Pedro and Wilmington. After consultation with the Board Chair, Meghan Reese provided a response letter to the Neighborhood Council notifying them that HCBF will revisit this study request after the Board has further discussion on this topic and the process for such community requests. Meghan Reese conveyed HCBF's appreciation for being considered for this request that will be impactful for the communities.
3. Tamanna Rahman provided an update on the San Pedro Noise Study review process. Staff has contacted a recommended expert and is waiting on their response.

**ITEM C. BOARD MEMBER REMARKS**

1. Angelo Logan shared information about Governor Brown's Global Climate Action Summit occurring in September. There will be a number of panels related to ports and freight.
2. The Board Chair provided information about a funder's webinar hosted by Smart Growth California titled, "Helping Under-resourced Communities Successfully When Public Dollars." The webinar will provide information about the different programs that are providing State dollars to impacted communities, such as port-impacted communities. She will share the findings at the next meeting.

#### ITEM D: GUEST PRESENTATIONS

None

#### CONSENT ITEM(S)

##### ITEM 1. REVIEW AND APPROVAL OF HCBF BOARD MEETING MINUTES DATED JULY 20, 2018 (Attachment 1).

**Summary:** Board discussed detail provided in minutes. Board elaborated on the San Pedro Noise Study item from the July 20th meeting for further clarification to ensure that key action items were captured in the minutes. Board came to a consensus that action was conveyed. Board had decided to provide further recommendations after further review and feedback from experts.

**Board voted to approve the minutes of the HCBF Board meeting dated July 20, 2018**

Motion by Richard Havenick. Seconded by Angelo Logan. Carried unanimously.

#### REGULAR ITEM(S)

##### ITEM 2. DRAFT COMMUNICATIONS PLAN PRESENTATION (Attachment 2)

**Summary:** James Suazo of Long Beach Forward presented the Draft Communications Plan to the Board, as a component of the larger strategy to increase HCBF's visibility in the Wilmington and San Pedro communities. James provided key insights into some needed areas of focus (e.g. what is HCBF's impact in the community) and opportunities for further action (e.g. informing the community about HCBF's mission, promoting grantee activities). Following the presentation, Board discussed the Draft Communications Plan and suggested including tactics that go beyond a social media strategy and also consider strategic messaging. Board members to provides follow-up comments for James. A revised plan that incorporates Board member suggestions will be shared at the next Board meeting.

##### ITEM 3. REVIEW AND APPROVE AQMF REQUEST FOR LETTERS OF INTEREST (Attachment 3)

**Summary:** Meghan Reese provided an update on the revised AQMF LOI and RFP process. Ann Carpenter of Braid Theory provided public comment related to outreach to potential innovators and the LOI/RFP process regarding feedback. Board reviewed and discussed the draft Request for AQMF LOIs with feedback from the ad hoc committee, Kat Janowicz of 3COTECH Inc., and HCBF Staff. Discussion centered around exclusions, time frame of project, and the process. Kat Janowicz incorporated suggested changes by the Board and Morgan Wyenn of NRDC.

**Board voted to move forward with suggested revisions to the AQMF LOI.**

Motion by Jayme Wilson. Seconded by Ed Avol. Carried unanimously.

##### ITEM 4. DISCUSSION OF POTENTIAL HCBF STRATEGIC PLAN (Attachment 4)

**Summary:** The intent of this item was to discuss future planning and the potential for development of a new strategic plan. HCBF staff presented a memo on the status of current funding and some potential strategies for HCBF's future activities and roles. Board discussed the need to have a formal strategic planning meeting that will establish guidance for how HCBF moves forward in the short-term considering the current ED and Board Member search, roll out of communications plan, and other items. Board decided to a hold a 3-hr strategic planning discussion with a facilitator. HCBF Staff will present

potential facilitators to the Board at the September meeting and discuss objectives for the extended discussion in October.

**Board voted to approve the hiring of a facilitator (not to exceed \$2000) to guide the October planning discussion and provide a write-up of the action plan with feedback from the discussion.**  
Motion by Jayme Wilson. Seconded by Ed Avol. Carried unanimously.

**ITEM 5. HCBF HOLIDAY BOARD MEETING SCHEDULE (Attachment 5)**

**Summary:** Due to scheduling, Board decided to cancel the December 7th, 2018 meeting.

**ITEM 6. CLOSED SESSION**

Gov't Code Section 54957  
Employee Appointment  
Title: Executive Director Search


Board did not convene the Closed Session.

**ITEM 7. MEETING ADJOURNMENT**

Meeting adjourned at: 1:13 P.M.

I have reviewed the above minutes for accuracy and approve them:

  
\_\_\_\_\_  
Cristin Mondy, Secretary

  
\_\_\_\_\_  
Date