



**HARBOR COMMUNITY  
BENEFIT FOUNDATION**

**MINUTES OF THE  
HCBF BOARD OF DIRECTORS MEETING**  
Friday, November 30th, 2018, 10:00 A.M.  
Wilmington Municipal Building  
544 N. Avalon Blvd.  
Wilmington, CA 90744

**BOARD MEMBERS:**

**PRESENT:** Gisele Fong, Chair; Ed Avol, Vice Chair; Jayme Wilson, CFO/Treasurer; Cristin Mondy, Secretary; Angelo Logan, Director; and Richard Havenick, Director

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

**LEGAL COUNSEL:** Lauren Langer; Best Best & Krieger.

Meeting was called to order at 10:02 A.M.

**AGENDA**

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

None

**ITEM B. STAFF REMARKS**

1. An expert reviewer for the San Pedro noise study has been identified. This researcher will provide their review of the study and their comments will be shared with the Board.

**ITEM C. BOARD MEMBER REMARKS**

1. Richard Havenick reported on an email he received from James Allen, Editor of Random Links, about a request for HCBF to use the publication for future community outreach and grant announcements.
2. Jayme Wilson shared with the Board that Supervisor Janice Hahn will be the Chair of the Los Angeles County Board of Supervisors and also the Chair of AQMD.
3. Angelo Logan mentioned the upcoming MOU between the AQMD and the Ports of Long Beach and Los Angeles.

**ITEM D: GUEST PRESENTATIONS**

None

**CONSENT ITEM(S)**

**ITEM 1. REVIEW AND APPROVAL OF HCBF BOARD MEETING MINUTES DATED OCTOBER 21st, 2018**

Board discussed the minutes of the HCBF Board meeting dated October 21, 2018.

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

## **REGULAR ITEM(S)**

### **ITEM 2. DECEMBER 2018 & 2019 MEETING SCHEDULE DISCUSSION**

Board agreed to cancel the December 7<sup>th</sup> board meeting because most items that needed to be discussed and decided on prior to year-end were covered during the November. Board also reviewed the dates for the 2019 meetings which will continue to be on the 4<sup>th</sup> Friday of every month. There will be change in venue for the San Pedro meetings due to WIFI needs. San Pedro location meetings will be held at the San Pedro Regional Library. Board suggested changing the date of the Annual Meeting due to conflict with Memorial Day weekend. Staff will follow-up to reschedule that meeting. Board and Staff discussed future action to having meet-and-greets during Board meetings and to do direct mailings to neighborhood councils. Board voted to approve the 2019 meeting calendar and to cancel the Dec. 7<sup>th</sup> meeting.

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

### **ITEM 3. COMMUNITY BENEFIT ROUND 7 GRANT SCHEDULE DISCUSSION**

Board discussed the option of pushing back the Round 7 grant cycle until Fall 2019 with awards potentially being released in 2020. Board also requested Staff to provide a list of projects/programs that have received continuous HCBF funding. Board welcomes grantee and public input on CIP strategy. Board and Staff agreed on the need to be transparent and urgently communicate HCBF's strategy for 2019. Based on the discussion, a statement will be drafted by Staff and shared with the Board for comments. The final statement will be released the 1<sup>st</sup> week of December.

### **ITEM 4. BOARD SEAT AVAILABILTY DISCUSSION**

Board discussed the urgency of getting a nominee for the vacant board seat and identifying an ideal nominee. Ad hoc committee will bring back potential nominees and other Board members are welcome to provide suggestions. Board is considering representation from the community, especially Wilmington. Board members can email Meghan and Tamanna with their suggestions.

### **ITEM 5. AIR QUALITY MITIGATION FUND RFP REVIEW AND APPROVAL**

Board members were updated on the current activities AQMF Program funding process. A total of 19 LOI responses were received. Submitted LOI responses have been reviewed by the ad hoc committee, HCBF Staff and Kat Janowicz for eligibility. Follow-up was conducted with some companies to get clarification on their application. Eligible applicants will be invited to respond to the RFP during the week of Dec 3<sup>rd</sup>. Staff also updated the Board on the revised AQMF Program timeline, which is available on the AQMF webpage. Staff is currently convening a panel of key experts to review the RFPs; ad hoc committee and board members provided suggestions on others to invite.

Board voted to approve the Draft RFP for final release.

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

### **ITEM 6. 2019 DRAFT AQMF & HCBF OPERATING BUDGETS REVIEW**

Meghan Reese presented the draft 2019 AQMF and HCBF Operating Budgets and answered questions from the Board. The final version of the budgets will be presented to the board for approval at the January 2019 board meeting.



**ITEM 7. PLANNING SESSION DEBRIEFING DISCUSSION**

Board Chair and Meghan Reese recapped the October Planning Session facilitated by Zoot Velasco and confirmed consensus on the strategy. Board also approved the potential of working with Zoot Velasco to help establish the collective impact project. Board will further discuss potential areas of focus for the collective impact project at the January 2019 board meeting.

**ITEM 8. CLOSED SESSION**

Board members and Legal Counsel went into Closed Session.

**ITEM 9. MEGHAN REESE'S EMPLOYMENT STATUS AND CONTRACT**

Board reviewed Meghan Reese' contract and voted to approve the new Executive Director employment contract.

Motion by Ed Avol. Seconded by Richard Havenick. Carried unanimously.

**ITEM 10. MEETING ADJOURNMENT**

December 7<sup>th</sup> meeting was cancelled, and the next board meeting will be on January 25<sup>th</sup>, 2019.

Meeting adjourned at 12:11 P.M.

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

CdMondy  
Cristin Mondy, Secretary

1/25/18 2019  
Date