



HCBF BOARD OF DIRECTORS MEETING
Friday, November 8th, 2019, 10:00 A.M.
Wilmington Municipal Building
544 N. Avalon Blvd.
Wilmington, CA 90744

BOARD MEMBERS:

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

HCBF: Meghan Reese, Executive Director; Tamanna Rahman, Program Director

LEGAL COUNSEL: Michael Jenkins; Best Best & Krieger.

AGENDA

ITEM A. PUBLIC COMMENT ON NON-AGENDA ITEMS

ITEM B. STAFF REMARKS

ITEM C. BOARD MEMBER REMARKS

CONSENT ITEM(S)

ITEM 1. REVIEW AND APPROVAL OF HCBF BOARD MEETING MINUTES DATED SEPTEMBER 27, 2019 (Attachment 1).

Recommendation to the Board: Approval of the HCBF Board meeting minutes dated September 27, 2019.

REGULAR ITEM(S)

ITEM 2. CLOSED SESSION

EMPLOYEE PERFORMANCE EVALUATION

Government Code Section 54957

Title: Executive Director (annual review)

CONFERENCE WITH LABOR NEGOTIATOR

Government Code Section 54957.6

HCBF Designated Representative: Chair Gisele Fong

Unrepresented Employee: Executive Director

ITEM 3. APPROVE EMPLOYMENT AGREEMENT FOR EXECUTIVE DIRECTOR (Attachment 2)

SUMMARY: During the closed session, HCBF Board of Directors will conduct an annual review for Executive Director Meghan Reese. Board shall review and discuss approval of the updated employee agreement. The Executive Director salary was prorated by 25% in the employment agreement beginning on January 1, 2019 in order to reserve funds from an anticipated low program release year. The 2020 employee agreement will reinstate full-time hours and salary for the Executive Director.

Recommendation to Board: Review and approve the revised employment agreement for Meghan Reese.

ITEM 4. ANNUAL HCBF BUDGET APPROVAL & Q3 REVIEW (Attachment 3)

SUMMARY: HCBF Board members shall review and discuss the draft 2020 annual operating budget. The following documents are included for Board review.

1. Staff Memo: 2020 Draft HCBF Operating Budget
2. Q3 Financial Reports

Recommendations to Board:

1. Receive and file Q3 2019 financials.
2. Approve and adopt the 2020 HCBF Operating Budget totaling \$313,795;
3. Authorize the HCBF Executive Director to carry forward anticipated unused funds, in the amount of \$59,740, from the 2019 operating budget and an anticipated amount of \$31,089 as reimbursement from the AQMF admin account; and
4. **Authorize the HCBF Executive Director to**
 - a) Present the 2020 annual operating budgets to the Los Angeles Board of Harbor Commissioners (BOHC), **requesting concurrent approval of the transfer of \$222,966 from the PCMTF to HCBF to sufficiently fund the 2020 annual HCBF operating budget; and**
 - b) Execute a joint letter with the BOHC, or its designee, to authorize JP Morgan Private Bank to distribute funds in one lump sum transfer from the PCMTF to HCBF, in an amount not-to-exceed \$222,966, to sufficiently fund the administrative needs of its 2020 annual operating budget.

ITEM 5. 2018 AIR QUALITY MITIGATION FUND ANNUAL ADMIN BUDGET DISCUSSION (Attachment 4)

SUMMARY: The China Shipping MOA requires that HCBF submit an annual budget to the Executive Director of the Harbor Department no later than the year anniversary of receipt of the advance administrative funds (\$250,000). A copy of the following documents is attached for the Board's review and discussion:

1. Staff Memo: 2020 AQMF Annual Admin Budget

Recommendations to Board:

1. Approve and adopt the 2020 AQMF Budget totaling \$89,700;
2. **Authorize the HCBF Executive Director to**
 - a) Present the 2020 annual operating budgets to the Los Angeles Board of Harbor Commissioners (BOHC), **with no transfer of funds from the AQMF.**

ITEM 6. COLLECTIVE IMPACT PROGRAM PRESENTATION

SUMMARY: HCBF Staff and Board of Directors have been in discussions to develop a collective impact project that aligns with HCBF's mission. An ad hoc committee was convened to further discuss the potential collective impact project and to formulate next steps. Staff and ad hoc committee will present some potential next steps to discuss with the full board. A sample concept model for the CIP will also be presented to the full Board for discussion.

Recommendation to the Board: Approve Staff to develop the process to implement next steps.

ITEM 7. DECEMBER 2019 & 2020 FULL YEAR MEETING DISCUSSION

SUMMARY: Board to discuss and determine quorum for the December 13th meeting. Board shall also review the draft 2020 Board meeting calendar.

1. Draft 2020 HCBF Board of Directors Meeting Schedule

ITEM 8. MEETING ADJOURNMENT

Next Meeting:

Friday, December 13th, 2019
Wilmington Municipal Building
544 N. Avalon Blvd.
Wilmington, CA 90744

PUBLIC BOARD MEETINGS:

Public Input: An opportunity for the public to address the Board on Agenda items or other items germane to the business of the Board will be provided before or during consideration of the item. Members of the public who wish to speak on any item are requested to complete a speaker card for each item they wish to address and present the completed card(s) to the Staff. A speaker will be limited to (3) minutes to speak on public interest items.

Agendas: Agendas contain a brief description items to be considered. Where Staff recommendations are made, please note that the Board may exercise its discretion to take action on any action item, up to and including final approval.

Quorum: 4 members of the Board constitute a quorum for the transaction of business. Consent items may be approved without discussion.

Regular Meetings: The Board shall meet regularly, typically on a monthly basis (times and locations To Be Determined). Agenda is subject to revision in accordance with the Brown Act. Agendas will be available in hard copy at the meeting.

Harbor Community Benefit Foundation does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, and translation services may be provided. If you require special assistance to participate in this meeting, you must submit your request in writing to the above address at least one week prior to the meeting. HCBF can be contacted at (310) 997-7116. www.hcbf.org