



**HARBOR COMMUNITY
BENEFIT FOUNDATION**

HCBF BOARD OF DIRECTORS MEETING

Friday, December 13th, 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 NOVEMBER 8, 2019 (Attachment 1).

Recommendation to the Board: Approval of the HCBF Board meeting minutes dated November 8, 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 continue the annual review for Executive Director Meghan Reese from the November board meeting. Board had voted to approve the employment agreement contingent upon the full evaluation. 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.

1. 2020 Employment Agreement for Meghan Reese

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

ITEM 4. COMMUNITY BENEFIT GRANT PROGRAM

SUMMARY: At the September 27th, 2019 HCBF Board of Directors meeting, HCBF Staff proposed a new format for accepting and reviewing Community Benefit Program grant applications. An ad hoc committee was convened to work with Staff to further develop the updated CB grant process. Staff will be presenting the proposed new format to the full board for discussion.

1. Staff Memo – Updated CB Grant Process

Recommendation to the Board:

1. **Approve the proposed update to the Community Benefit Grant process and approve Staff to implement next steps.**
2. **Create an ad-hoc committee to support staff during the LOI and RFP process and during the review of grant applications.**

ITEM 5. COLLECTIVE IMPACT PROJECT DISCUSSION

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. A sample concept model for the CIP was presented to the full Board for discussion at the November 2019 Board of Directors meeting, however, due to limited time available, Board agreed to continue the discussion at the December 2019 meeting. Staff and ad hoc committee will present some potential next steps to discuss with the full board.

1. Staff Memo – Update on CIP Ad hoc Committee Discussions

Recommendation to the Board: Following a discussion on potential activities, approve Staff to implement next steps.

ITEM 6. DRAFT 2020 HCBF BOARD OF DIRECTORS MEETING CALENDAR

SUMMARY: Board shall review the draft 2020 Board meeting calendar.

1. Draft 2020 HCBF Board of Directors Meeting Schedule

Recommendation to the Board: Approve the 2020 Board of Directors meeting calendar

ITEM 7. MEETING ADJOURNMENT

Next Meeting:

Friday, January 24th, 2020
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