



HARBOR COMMUNITY
BENEFIT FOUNDATION

**MINUTES OF THE
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:

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

ABSENT: Cristin Mondy, Secretary

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

LEGAL COUNSEL: Michael Jenkins; Best Best & Krieger.

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

ITEM A. PUBLIC COMMENT ON NON-AGENDA ITEMS

None

ITEM B. STAFF REMARKS

1. Staff is working on getting mic equipment and new technology to address audio issues during the meetings.
2. Staff has developed a tentative 2020 program and activities calendar which will be shared at next meeting.
3. Due to need for more information, BYD has been removed from the Nov 7th BOHC agenda until a later date. BOHC will vote on Effenco approval at the Nov. 21st meeting.
4. Nighttime measurements for the San Pedro noise study have been completed and consultants anticipate providing a draft report for review by mid to late November.
5. Staff have drafted a revised Community Benefit grant program process. Updates will be brought back to the full board at the next meeting following discussions with the ad hoc committee.
6. CFASE had provided the draft Wilmington Emergency Preparedness Plan to HCBF Staff to review. Staff and Board Chair has reviewed the document and have prepared comments to submit to Jesse Marquez. Board welcome to review document.

ITEM C. BOARD MEMBER REMARKS

1. Richard Havenick provided an update on the San Pedro Neighborhood Councils sustainability committee.

CONSENT ITEM(S)

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

Board voted to approve the minutes for September 27th, 2019.

Motion by Richard Havenick. Seconded by Ed Avol. Jayme Wilson abstains. Carried unanimously.

REGULAR ITEM(S)

ITEM 2. CLOSED SESSION

Board began closed session at 10:20 A.M.

ITEM 3. APPROVE EMPLOYMENT AGREEMENT FOR EXECUTIVE DIRECTOR

Following the closed session, Board stated that more time is needed for a fuller evaluation. Board voted to approve the employment agreement for Executive Director Meghan Reese for 2020 based on evaluation completed in closed session and contingent on a fuller evaluation being completed within the next 30 days. Board will submit evaluations to the Chair by Dec. 9th.

Motion by Jayme Wilson. Seconded by Richard Havenick. Carried unanimously.

ITEM 4. ANNUAL HCBF BUDGET APPROVAL & Q3 REVIEW

Meghan Reese presented the 2020 HCBF Operating Budget, Q3 financials, along with the AQMF budget item. The cost of a potential collective impact project is not included in the 2020 HCBF operating budget at this time. Board voted to approve the recommendations:

1. Receive and file Q3 2019 financials;
2. Adopt the 2020 HCBF Operating Budget;
3. Authorize the HCBF Executive Director to carry forward anticipated unused funds as reimbursement from the AQMF admin account; and
4. Authorize the Executive Director to present the 2020 operating budget to the LABOHC, requesting concurrent transfer of funds from the PCMTF to HCBF; and to execute a joint letter with BOHC to authorize JP Morgan to distribute the requested funds from PCMTF to HCBF.

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

ITEM 5. 2018 AIR QUALITY MITIGATION FUND ANNUAL ADMIN BUDGET DISCUSSION

Meghan Reese presented the 2020 AQMF Annual Admin Budget in conjunction with the 2020 HCBF Operating budget. The AQMF can be used to fund any project that meets the MOU requirements. Staff will schedule meeting with Gaby Medina to review the budgets. Board voted to approve the recommendations to:

1. Adopt the 2020 AQMF budget, and
2. Authorize the Executive Director to present the 2020 operating budget to the LA BOHC.

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

ITEM 6. COLLECTIVE IMPACT PROGRAM PRESENTATION

Staff and Angelo Logan presented a sample CIP concept model to the full Board for discussion. With guidance from the CIP ad hoc committee, Staff did a presentation to reaffirm full Board support for HCBF's priority areas, share a sample concept project that incorporates the CIP priority areas, and get Board approval for next steps. Angelo Logan elaborated on the sample concept model and provided clarification. It was suggested that a 1pg summary and a shorter version of the presentation be developed for outside stakeholders. Environmental justice was suggested as a priority area. Due to time limitations, this CIP discussion will be continued at the Dec. 13th board meeting. At least half of the meeting will be dedicated to CIP to further discuss next steps. Ad hoc committee will convene before the Dec. 13th meeting and a summary version of the presentation will be ready. If needed, a special meeting can be scheduled in January.

ITEM 7. DECEMBER 2019 & 2020 FULL YEAR MEETING DISCUSSION

Board established quorum for the Dec. 13th meeting.

ITEM 8. MEETING ADJOURNMENT

Meeting adjourned 12:36PM

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

C. Mondy 12/13/19

Cristin Mondy, Secretary

Date