



**HARBOR COMMUNITY  
BENEFIT FOUNDATION**

**HCBF BOARD OF DIRECTORS MEETING**

Friday, January 24th, 2020, 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 DECEMBER 13th, 2019  
(Attachment 1).**

**Recommendation to the Board: Approval of the HCBF Board meeting minutes dated December 13, 2019.**

**REGULAR ITEM(S)**

**ITEM 2. REVIEW AND APPROVAL OF INTERNAL FINANCIAL STATEMENTS – YEAR END DECEMBER 31, 2019  
(Attachment 2)**

**SUMMARY:** A copy of the following unaudited financial reports, through December 31, 2019, are attached for the Board's review and discussion. The following documents were reviewed by Jayme Wilson, HCBF's CFO.

1. Balance Sheet – Statement of Financial Position
2. Profit and Loss, One Month and Quarterly, YTD – Statement of Activities
3. 2019 Budget vs. Actuals, YTD
4. Statement of Cash Flows

**Recommendation to Board: Approval of unaudited financial reports through 12/31/2019.**

### **ITEM 3. PHASE ONE OF IDENTIFYING COMMUNITY PRIORITY FOCUS AREA (Attachment 3)**

**SUMMARY:** At the last board meeting, Board members decided that HCBF would pursue a HCBF-driven-partnered approach to addressing a priority community need. To highlight some community priorities based on information gathered by HCBF, Staff will present key takeaways from the Harbor Community Off-Port Land Use Study, and Land Use Study Community Workshop, and community surveys conducted by HCBF. The purpose of this item is to inform the subsequent Community Benefit Grant Program discussion and the focused CIP discussion scheduled for the February Board meeting. Board shall discuss potential areas of community priority based on HCBF information-gathering to date and may generate ideas on possible HCBF-driven/partnered project based on community priorities. The following document is attached for Board review:

1. Staff Memo – Key Takeaways from the Off-Port Land Use Study & HCBF Community Surveys

### **ITEM 4. COMMUNITY BENEFIT GRANT PROGRAM (Attachment 4)**

**SUMMARY:** At the December 13th meeting, the full board approved the proposed updates to the Community Benefit Grant Program’s process for accepting and reviewing proposals, with some recommendations. Staff with input from the ad hoc committee, drafted the Request for Letters of Interest for this next round of CB grants. Staff will be presenting the Request for LOI to the full HCBF board for approval prior to public release. The following document is attached for Board review.

1. Draft Request for Letters of Interest

**Recommendation to the Board: Approve the Draft Request for Letter of Interest for the Community Benefit Grant Program for release.**

### **ITEM 5. MEETING ADJOURNMENT**

#### **Next Meeting:**

Friday, February 28<sup>th</sup>, 2020  
San Pedro Regional Library, Community Room  
931 S. Gaffey Street,  
San Pedro, CA 90731

#### **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](http://www.hcbf.org)