



HARBOR COMMUNITY  
BENEFIT FOUNDATION

## HCBF BOARD OF DIRECTORS MEETING

Friday, May 22nd, 2020, 10:00 A.M.

The HCBF Board of Directors will participate in the meeting by teleconference.

**No physical location will be accessible for public meeting or public comments pursuant to Executive Order N-29-20 issued by Governor Newsom on March 17, 2020.**

### **HOW TO JOIN MEETING:**

- The public will be able to join the meeting by registering at:  
<https://attendee.gotowebinar.com/register/2805225104871608336>
- After registering, you will receive a confirmation email containing information about joining the meeting.

### **HOW TO PROVIDE PUBLIC COMMENT:**

- Members of the public are invited to participate in the meeting during public comment or on a specific agenda item.
- **By Email:**
  - If a member of the public would like to submit a written public comment, please email your written comment to [tamanna@hcbf.org](mailto:tamanna@hcbf.org).
  - In the "Subject" line of the email, please indicate whether you are submitting a general public comment or if you wish to provide comment on a specific Agenda item. Please state the specific Agenda Item #.
  - Include your **First & Last Name** and **organization/interest**.
  - We strongly encourage that emailed public comments be submitted by 9: a.m. on the day of the meeting. Once we receive your email, you will get a confirmation response.
  - Submitted written comments or materials will be forwarded to the Board members and Legal Counsel as they are received and will become part of the official record of the meeting.
- **If you would like to submit a public comment during the meeting:**
  - In the chat box, **send a message to the organizer**, indicating that you would like to provide a public comment. Please indicate whether you are submitting a **general public comment** or if you wish to provide comment on a specific Agenda item (state the **specific Agenda Item #**).
  - Include your **First & Last Name, organization/interest, and email/phone** in case follow-up is needed.
  - Requests for public comments must be submitted prior to the public comment portion of the agenda (Item A). Comments on specific agenda items must be submitted prior to the discussion starting on that agenda item.
  - Please note that each speaker will be given the usual 3 minutes to address the Board in their comment.
- More information on this process and further guidance, please visit <https://hcbf.org/agenda>. If you have questions, please contact Tamanna Rahman, Program Director, at (310) 997-7116 or [tamanna@hcbf.org](mailto:tamanna@hcbf.org).

## AGENDA

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

**LEGAL COUNSEL:** Michael Jenkins; Best Best & Krieger.

### ROLL CALL

### ITEM A. STAFF REMARKS

### ITEM B. PUBLIC COMMENT ON NON-AGENDA ITEMS

### ITEM C. BOARD MEMBER REMARKS

### CONSENT ITEM(S)

#### **ITEM 1. REVIEW AND APPROVAL OF HCBF BOARD MEETING MINUTES DATED FEBRUARY 28TH, 2020 (Attachment 1).**

**Recommendation to the Board: Approval of the HCBF Board meeting minutes dated February 28th, 2020.**

#### **ITEM 2. FINANCIALS FROM Q1 OF 2020 (Attachment 2)**

**SUMMARY:** A copy of the following financial reports, through March 31, 2020 are attached for the Board to approve. The attached documents have been previously reviewed by HCBF's Executive Director, Board President, and CFO.

1. Q1 2020 Financials

**Recommendation to the Board: Approval of the financial reports through March 31, 2020.**

#### **ITEM 3. DRAFT FORM 990 (Attachment 3)**

**SUMMARY:** A copy of the draft 990 form and supporting documents for 2019 are attached for the Board's review prior to the board meeting. The draft documents have been reviewed by HCBF's Executive Director, Board President, consulting accountant, and CFO.

1. Draft IRS Form 990

**Recommendation to the Board: Approval of Draft IRS 990 Form and tax filing for FY 2019.**

### REGULAR ITEM(S)

#### **ITEM 4. ARMANINO PRESENTATION - REVIEW AND APPROVAL OF AUDIT FOR 2019 (Attachment 4)**

**SUMMARY:** A copy of the proposed Audit and supporting documents for 2019 are attached for the Board's review and discussion. Jaysen Dyal from Armanino will present an overview of the attached documents.

1. Audit Packet

**Recommendation to the Board: Approval of the annual Audit for FY 2019**

**ITEM 5. FUTURE HCBF GRANTMAKING (Attachment 5)**

**SUMMARY:** Activities related to the CIP has been temporarily on hold due to the COVID-19 situation. Staff will share key takeaways and lessons learned from the community outreach conducted to identify emerging needs in the communities of Wilmington and San Pedro as a result of the pandemic. Following this overview, Staff and Board shall discuss future opportunities for HCBF’s grantmaking and the CIP. Staff will share possible options and will facilitate a discussion on how the Board would like to proceed with this process. The following documents is attached for the Board’s review.

1. Staff Memo – Summary of Findings from COVID-19-related Community Outreach

**ITEM 6. MEETING ADJOURNMENT**

**Next Meeting:**

10:00 AM., Friday, June 26th, 2020