



**MINUTES FOR THE
HCBF BOARD OF DIRECTORS MEETING**

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

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.

Meeting called to order: 10:05 AM

Roll Call of Board members:

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

ABSENT: Gabriela Medina, Director

HCBF: Meghan Reese, Executive Director (Absent); Tamanna Rahman, Program Director

LEGAL COUNSEL: Michael Jenkins; Best Best & Krieger.

ITEM A. PUBLIC COMMENT ON NON-AGENDA ITEMS

- No public comments.

ITEM B. STAFF REMARKS

- AQMF Round 2: Request for LOI and criteria has been updated and vetted by the committee, however, holding off on reaching out to reviewers due to the COVID-19 pandemic. We will have more information by the next board meeting.
- Unrestricted discretionary funds: HCBF launched its COVID-19 Relief fund for organizations that primarily serve the communities of W/SP. This will be a one-time grant with an amount not to exceed \$3000. Online applications will be due May 26th. Notifications of award status will be emailed by or before June 12th.
- SP Noise Study: The report has been finalized; however printing and release was on hold due to COVID.
- CBR7 LOI: The deadline to submit LOIs had been extended to May 15th due to the pandemic. HCBF received 36 application and Staff is preparing the LOIs for review by the ad hoc committee. Staff is on schedule with the anticipated CBR7 timeline.
- Update on Board member term end date: Gisele Fong and Cristin Mondy term end date – May 2021. Ed Avol will be May 2022. June meeting will be the annual meeting where we will have renewals for Ed Avol (3rd term) and Richard Havenick (2nd term).

ITEM C. BOARD MEMBER REMARKS

- Cristin Mondy provided update on COVID-19 situation in LA County.
- Angelo Logan shared update on Climate Smart Port Act which is to be introduced on May 27th by Congresswoman Nanette Barragán. The Climate Smart Ports Act would create a \$1 billion-a-year zero-emissions ports infrastructure program. Additional \$50 million for reducing diesel emissions specifically at ports.
- Gisele Fong highlighted the philanthropic response during pandemic and discussed how foundations can adjust to this moment to better serve communities.

CONSENT ITEM(S)

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

Board voted to approve the HCBF Board meeting minutes dated February 28th, 2020.
Motion by Richard Havenick. Seconded by Ed Avol. Roll call vote. Carried unanimously.

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

Board voted to approve the financial reports through March 31st, 2020.
Motion by Ed Avol. Seconded by Jayme Wilson. Roll call vote. Carried unanimously.

ITEM 3. DRAFT FORM 990 (Attachment 3)

Board voted to approve the Draft IRS 990 form and tax filing for FY 2019.
Motion by Richard Havenick. Seconded by Jayme Wilson. Roll call vote. Carried unanimously.

REGULAR ITEM(S)

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

Jaysen Dyal and Renee Ordeanux from Armanino presented an overview of the findings from the annual audit for FY 2019. Recommendation to have controls and checks in place for disbursement. Suggestions include having second review, working in teams, and putting in place other internal controls. Gisele Fong and Jayme Wilson will continue working with the Executive Director to implement these internal controls.

Board voted to approve annual audit for FY 2019.
Motion by Jayme Wilson. Seconded by Richard Havenick. Roll call vote. Carried unanimously.

ITEM 5. FUTURE HCBF GRANTMAKING (Attachment 5)

Public comment: Rose Wright from St. Mary Medical Center Foundation shared that based on their community health needs survey, the top health needs include access to health services, addressing mental health conditions, and food insecurity issues. St. Mary's mobile unit has the ability to address these needs by possible repurposing the unit to provide access to health screening, telemedicine, conduct COVID-19 testing, and distributing needed supplies. St. Mary's looks forward to partner with other local organizations.

Staff provided an update on the CIP efforts, which has been temporarily put on hold to focus on responding to the COVID-19 situation and its impact on the community. Staff shared key takeaways from the community outreach conducted to identify emerging needs in the communities of Wilmington and San Pedro as a result of the pandemic. Staff also provided an update on CBR7 LOI extensions and overview of the COVID-19 Relief Fund response. Related to future HCBF grantmaking, Board came to a consensus on having a grant round focused on public health, details of which will be determined by Staff and ad hoc committee. Staff will share ideas about how to implement a rapid response process for this grant round. Additionally, Board members do not want to cancel the CIP effort or put it on hold until 2021. Based on Staff recommendations, Board prefers to revise the CIP strategy to be more health-focused and develop partnerships to address emerging needs. Staff to bring back ideas on revising the CIP strategy at future meeting.

ITEM 6. MEETING ADJOURNMENT

Next Meeting:

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

Meeting was adjourned at 11:59 AM

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


[Gisele Fong \(Jul 2, 2020 10:46 PDT\)](#)

Jul 2, 2020

Gisele Fong, Chair

Date