



HCBF BOARD OF DIRECTORS MEETING

Friday, November 20th, 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:

- Register for the meeting at: https://us02web.zoom.us/webinar/register/WN_H-3WUInfSdOU8RWcyI8G2w
- 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 members of the public would like to submit a written comment, please send email to tamanna@hcbf.org. In the "Subject" line of the email, please indicate whether you are submitting a general public comment or if commenting 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 host (Tamanna Rahman)**, indicating that you would like to provide a public comment. Please let us know if 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.
 - HCBF Staff will announce the name of the commenter when it is their turn to speak. 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.

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.

AGENDA

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 OCTOBER 23RD, 2020 (ATTACHMENT 1).

Recommendation to the Board: Approval of the HCBF Board meeting minutes dated October 23rd, 2020.

REGULAR ITEM(S)

ITEM 2. DISCUSSION – FILLING BOARD MEMBER SEATS (ATTACHMENT 2)

SUMMARY: Pursuant to HCBF's bylaws, paragraph 7.1.3, "After the first six years of the Corporation's existence, each Director position must be filled according to its respective specified qualifications, if any, in alphabetical order (A-G), provided however that in no event shall more than two (2) Directors be an individual or organizational representative of the TraPac Appellants." Gisele Fong's Director seat D and Officer position (Chair/President) will term out effective May 2021. Cristin Mondy Director seat F and Officer position (Secretary) will term out effective May 2021. A copy of the following document is included for review:

1. Staff Memo – Board Seat Replacement Memo

ITEM 3. UPCOMING HCBF PLANNING SESSION

SUMMARY: HCBF Board members shall discuss future HCBF planning and convene an ad hoc committee to support Staff on the upcoming planning sessions and help guide the agenda preparation process.

Recommendation to the Board: Board shall discuss and convene an ad hoc committee to support Staff on future planning session.

ITEM 4. DRAFT 2021 HCBF BOARD OF DIRECTORS MEETING CALENDAR

SUMMARY: Board shall review the draft 2021 Board meeting calendar.

1. Draft 2021 HCBF Board of Directors Meeting Schedule

Recommendation to the Board: Approve the 2021 Board of Directors meeting calendar

ITEM 5. MEETING ADJOURNMENT

NEXT MEETING:

10:00 A.M., Friday, December 18th, 2020 (via Zoom)

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