



HCBF BOARD OF DIRECTORS MEETING
Friday, February 26th, 2021, 10:00 A.M. PST

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_6Llop0SyTtqBA-l7oN73JQ
- 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. .
- 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; Maris Zammataro, Program and Communications Assistant.

LEGAL COUNSEL: Michael Jenkins; Best Best & Krieger.

AGENDA

ROLL CALL

ITEM A. PUBLIC COMMENT ON NON-AGENDA ITEMS

ITEM B. STAFF REMARKS

ITEM C. BOARD MEMBER REMARKS

CONSENT ITEM(S)

ITEM 1. REVIEW & APPROVAL OF HCBF BOARD MEETING MINUTES DATED JANUARY 22, 2021 (ATTACHMENT 1).

Recommendation to the Board: Approval of the HCBF Board meeting minutes dated January 22, 2021.

REGULAR ITEM(S)

ITEM 2. CLOSED SESSION

EMPLOYEE PERFORMANCE EVALUATION

Government Code Section 54957

Title: Executive Director (annual review)

CONFERENCE WITH LABOR NEGOTIATOR

Government Code Section 54957.6

HCBF Designated Representative: Chair Gisele Fong

Unrepresented Employee: Executive Director

ITEM 3. APPROVE EMPLOYMENT AGREEMENT FOR EXECUTIVE DIRECTOR (ATTACHMENT 2)

SUMMARY: During the closed session, HCBF Board of Directors will continue the annual review for Executive Director Meghan Reese. Board will vote to approve the employment agreement contingent upon the full evaluation in closed session. No substantial changes were made to the agreement for the year 2020.

1. 2021 Employment Agreement for Meghan Reese

Recommendation to Board: Review and approve the revised employment agreement for Meghan Reese.

ITEM 4. REVIEW AND APPROVAL OF INTERNAL FINANCIAL STATEMENT – YEAR END DECEMBER 31, 2020 (ATTACHMENT 3)

SUMMARY: A copy of the following unaudited financial reports, through December 31, 2020, are attached for the Board’s review and discussion. The following documents were reviewed by Jayme Wilson, HCBF’s CFO. A presentation of the year end financials will be given by HCBF’s financial consultant, Mary Silverstein.

1. Quarterly Statements as of December 31, 2020 – Year End Reconciled
 - a. Balance Sheet
 - b. Quarterly Profit and Loss Summary YTD
 - c. Budget vs. Actuals 2020 Approved HCBF Budget
 - d. Statement of Cash Flows

Recommendation to the Board: Approval of unaudited financial reports through 12/31/2020.

ITEM 5. HCBF PLANNING FOLLOW UP (ATTACHMENT 4)

SUMMARY: Staff shall provide a brief overview of the planning discussion from the January Board Meeting. Due to a loss of quorum at the end of the January meeting, the Board shall vote on the preferred funding allocation scenario. The Board shall also discuss feedback on strategies to increase HCBF resources. A copy of the following document is attached for the Board’s review and discussion:

1. Staff Memo – Board Resource Goals

Recommendation to the Board: Discuss and approve funding allocation scenario.

ITEM 4. MEETING ADJOURNMENT

NEXT MEETING:

10:00 A.M., Friday, March 26th, 2021 (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.

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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