



## HCBF BOARD OF DIRECTORS ANNUAL MEETING

Friday, June 25th, 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-I7oN73JQ](https://us02web.zoom.us/webinar/register/WN_6Llop0SyTtqBA-I7oN73JQ)
- After registering, you will receive a confirmation email containing information about joining the meeting.

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

1. Members of the public are invited to participate in the meeting during public comment or on a specific agenda item.
2. **By Email:**
  - a. If members of the public would like to submit a written comment, please send email 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 commenting on a specific Agenda item. Please state the specific Agenda Item #. Include your **First & Last Name** and **organization/interest**.
  - b. 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.
  - c. 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.
3. **If you would like to submit a public comment during the meeting:**
  - a. 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.
  - b. 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.
  - c. 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.
4. 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).

**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; and Tamanna Rahman, Program Director

**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 MAY 28, 2021 (ATTACHMENT 1)

Recommendation to the Board: Approval of the HCBF Board meeting minutes dated May 28, 2021.

### REGULAR ITEM(S)

#### ITEM 2. DISCUSSION FOR RESOURCE GENERATION WORKSHOP

**SUMMARY:** At the May 2021 Board of Directors meeting, board members requested a workshop for HCBF Board and Staff focused on resource generation, facilitated by an expert consultant. Staff have identified an expert consultant, Amber Sheikh, who will provide an overview of the workshop and the Board will have the opportunity to ask preliminary questions.

#### ITEM 3. HCBF ANNUAL MEETING (PART I) BOARD OF DIRECTOR ELECTIONS (ATTACHMENT 2)

**SUMMARY:** In accordance with the bylaws, the seven-member Board shall hold an annual meeting, to include *“the appointment or election of Directors, appointment of Officers, review of the annual budget.”*

Board members serve no more than three (3) consecutive two-year terms; however, at its May meeting the Board approved an amendment to HCBF’s bylaws increasing the number of consecutive terms from three to four. That amendment is subject to approval by the Board of Harbor Commissioners, which has not yet acted on it. The board member search ad hoc committee has identified an eligible nominee for Director Seat F, Charlene Contreras. The following documents are attached for the Board’s review and discussion:

1. Staff Memo – Board terms
2. Charlene Contreras - Resume & Statement of Interest

**Recommendation to the Board:**

1. Board shall consider and vote to renew terms for Angelo Logan (Director Seat B), concluding his second term, Jayme Wilson (Director Seat C), concluding his second term, and Gabriela Medina (Director Seat D), concluding her first term as director.
2. Board shall consider and vote on the selection of Charlene Contreras for Director Seat F.
3. Pending the BOHC action on the bylaws amendment, the Board will defer action on the Director Seat A position. In the meantime, Gisele Fong will continue to serve in a hold-over capacity.

**ITEM 4. HCBF ANNUAL MEETING (PART II) OFFICER ELECTIONS**

**SUMMARY:** In accordance with the bylaws, the seven-member Board shall hold an annual meeting to include, *“the appointment or election of Directors, appointment of Officers, review of the annual budget and transaction of other business.”* Officers serve for renewable one-year terms without a term limit. HCBF, at this meeting, should fill the Officer position of Chair (currently held by Gisele Fong), Vice Chair (currently held by Ed Avol), Secretary (currently held by Cristin Mondy), and Chief Financial Officer (currently held by Jayme Wilson). The Board will reappoint the Officer positions (Chair, Vice Chair, Secretary, and CFO) for a one-year term.

**Recommendation to the Board:**

1. Board shall consider and vote on the reappointment of Gisele Fong as Officer (Chair) for the remainder of her existing term, or upon approval of the bylaws amendment by the BOHC, for one-year term concluding on or about June 30, 2022, whichever is longer.
2. Board shall consider and vote on the appointment of Gabriela Medina as Officer (Vice Chair) for one-year term concluding on or about June 30, 2022;
3. Board shall consider and vote on the appointment of Ed Avol as Officer (Secretary) for one-year term concluding on or about June 30, 2022;
4. Board shall consider and vote on the appointment of Richard Havenick as Officer (Chief Financial Officer/Treasurer) for one-year term concluding on or about June 30, 2022.

**ITEM 5. HEALTHY HARBOR COMMUNITY INITIATIVE GRANT PROGRAM – ROUND 2 AD HOC COMMITTEE**

**SUMMARY:** HCBF recently released the announcement for the open call for proposals for Round 2 of the Healthy Harbor Communities Initiative Grant Program. In preparation for the application review process, Board shall convene the HHCI Round 2 Application Review ad hoc committee. Ad hoc committee members from Round 1 included Directors Ed Avol, Richard Havenick, and Gabriela Medina.

**Recommendation to the Board: Convene an ad hoc committee for the HHCI Round 2 Application Review Process.**

**ITEM 6. CONVENE LAND USE STUDY RECOMMENDATIONS AD HOC COMMITTEE**

**SUMMARY:** HCBF Staff have revisited the recommendations from the Off-Port Land Use Study to develop strategy for additional next steps. Board shall discuss the option of convening an ad hoc committee to support staff in further reviewing the recommendations and developing strategic list of action items.

**Recommendation to Board: Convene an ad hoc committee for strategizing around recommendations from the Off-Port Land Use Study.**

#### **ITEM 7. HCBF BOARD MEETING SCHEDULE DISCUSSION**

**SUMMARY:** Board will review and discuss the July and August board meetings and determine if a quorum is available.

**Recommendation to Board: Discuss and determine July and August 2021 board meeting dates.**

#### **ITEM 8. MEETING ADJOURNMENT**

##### **NEXT MEETING:**

10:00 A.M., Friday, July 23rd, 2021 (via Zoom Webinar)

##### **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 notify Staff for each item they wish to address. A speaker will be limited to (3) minutes to speak on public interest items. **Please see below for further instruction.**

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 during 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. Members of the public may contact HCBF Staff via email or by calling (310) 997-7116. [www.hcbf.org](http://www.hcbf.org)