



HCBF BOARD OF DIRECTORS ANNUAL MEETING

Friday, September 24th, 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
- 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. 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.

BOARD MEMBERS: Gisele Fong, Chair; Gabriela Medina, Vice Chair; Richard Havenick, CFO/Treasurer; Ed Avol, Secretary; Jayme Wilson, Director; Angelo Logan, Director; and Charlene Contreras, 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 AUGUST 13, 2021 (ATTACHMENT 1)

Recommendation to the Board: Approval of the HCBF Board meeting minutes dated August 13, 2021.

REGULAR ITEM(S)

ITEM 2. REVIEW AND APPROVAL OF FINANCIALS FROM Q2 OF 2021 (ATTACHMENT 2)

SUMMARY: A copy of the following unaudited financial reports, through June 30, 2021, are attached for the Board's review and discussion. The following documents were reviewed by Richard Havenick, HCBF's CFO and are presented by HCBF's financial consultant, Mary Silverstein:

1. Combined Statement of Financial Position
2. Statement of Activities by Class
3. Statement of Cash Flows

Recommendation to Board: Approval of the unaudited financial reports through 6/30/2021.

ITEM 3. COMMUNITY BENEFIT ROUND 7 GRANTEE PRESENTATIONS

SUMMARY: Community Benefit Round 7 grantees will be providing an update on the current status of their projects to date. Grantees have submitted six-month progress reports and the Final Period End Date for Community Benefit Round 7 will be December 31, 2021. Board shall hear presentations made by representatives from Los Angeles Walks, Wilmington Community Clinic, and South Bay Center for Counseling.

ITEM 4. RESOURCE GENERATION WORKSHOP FOLLOW-UP (ATTACHMENT 3)

SUMMARY: At the August 2021 Board of Directors meeting, Sheikh/Impact facilitated a planning session to discuss resource generation and related activities. Sheikh/Impact provided a Summary Report for the session and

defined action items for HCBF Staff and Board. With feedback from Board Chair and Vice Chair, Staff defined the value-added of HCBF activities and services and provided that information to Sheikh/Impact. The following documents are included for Board review:

1. Sheikh/Impact - HCBF Organizational Planning Session Summary Report
2. Staff Memo – Past HCBF Activities

ITEM 5. MEETING ADJOURNMENT

NEXT MEETING:

10:00 A.M., Friday, October 22, 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