



HCBF BOARD OF DIRECTORS ANNUAL MEETING

Friday, October 22, 2021, 10:00 A.M. PST

The HCBF Board of Directors will participate in the meeting by teleconference.

Pursuant to AB 361, the Board of Directors finds that a statewide state of emergency remains in force and State and local officials continue to recommend measures to promote social distancing.

HOW TO JOIN MEETING:

- Register for the meeting at: https://us02web.zoom.us/webinar/register/WN_6LIop0SyTtqBA-l7oN73JQ
- 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 SEPTEMBER 24, 2021 (ATTACHMENT 1)

Recommendation to the Board: Approval of the HCBF Board meeting minutes dated September 24, 2021.

REGULAR ITEM(S)

ITEM 2. REVIEW AND APPROVAL OF 2022 ANNUAL HCBF OPERATING BUDGET (ATTACHMENT 2)

SUMMARY: HCBF Board members shall review and discuss the draft 2022 annual operating budget. The final versions of the budget will be presented to the Board for approval at an upcoming board meeting.

1. Staff Memo: 2022 Draft HCBF Operating Budget

Recommendation to Board:

1. Approve and adopt the 2022 HCBF Operating Budget totaling \$325,000;
2. Authorize the HCBF Executive Director to transfer \$32,500 from the AQMF Administrative Funds on hand to the HCBF Operating account.
3. **Authorize the HCBF Executive Director to:**
 - a) Present the 2022 annual operating budget in the amount of \$325,000 to the Los Angeles Board of Harbor Commissioners (BOHC), **requesting concurrent approval of the transfer of \$292,500 from the PCMTF to HCBF to sufficiently fund the 2022 annual operating budget; and**
 - b) Execute a joint letter with the BOHC, or its designee, to authorize JP Morgan Private Bank to distribute funds in one lump sum transfer from the PCMTF to HCBF, in an amount not-to-exceed **\$292,500**, to sufficiently fund the administrative needs of its 2022 annual operating budget.

ITEM 3. AIR QUALITY MITIGATION FUND ANNUAL ADMIN BUDGET DISCUSSION (ATTACHMENT 3)

SUMMARY: The China Shipping MOA requires that HCBF submit an annual budget to the Executive Director of the Harbor Department no later than the year anniversary of receipt of the advance administrative funds. A copy of the following document is attached for the Board's review and discussion:

1. Staff Memo: 2022 AQMF Annual Admin Budget

Recommendation to the Board:

1. **Approve the transfer of \$32,500** from the Bank of America AQMF Admin account to the HCBF Operations account for allowable allocated expenses for 2021; and
2. **Approve the 2022 AQMF Budget** in the amount of **\$56,110**, authorizing submission of the detailed budget report to the Executive Director of the Harbor Department, pursuant to Section 5.h of the Memorandum of Agreement.

ITEM 4. HEALTHY HARBOR COMMUNITIES INITIATIVE ROUND 1 GRANTEE PRESENTATIONS

SUMMARY: Healthy Harbor Communities Initiative Round 1 grantees will be providing an update on the current status of their projects to date. Grantees will be submitting six-month progress reports in November 2021. Board shall hear presentations made by representatives from St. Mary Medical Center and Memorial Medical Center Foundation/Long Beach Alliance for Children with Asthma.

ITEM 5. STAFF UPDATE

SUMMARY: Staff shall present updates related to HCBF's board search process, communications, grant programs, engagement with community partners, and provide a report back on key items related to the resource generation process and discuss next steps.

ITEM 6. HEALTHY HARBOR COMMUNITIES INITIATIVE FUNDING RECOMMENDATIONS (ATTACHMENT 4)

SUMMARY: In July 2021, HCBF released the Request for Proposals for Round 2 of the Healthy Harbor Community Initiative (HHCI) Grant Program, which was developed in partnership with the TraPac Appellants. For this grant program, HCBF initially intended to distribute up to a total of \$350,000 in grant awards distributed among three proposals, with \$250,000 available for one large grant, and the remaining \$100,000 available for two grants of \$50,000 each.

The purpose of the grant program is to address and mitigate the impacts of Port of Los Angeles and Port-related activity on the health and well-being of Wilmington and San Pedro residents. This health-focused grant round was also part of a larger strategy to research options for a larger HCBF collaborative, convening partners around a common issue, establishing new partnerships that benefit the communities of San Pedro and Wilmington, supporting ongoing collaborations, and bringing resources into the community.

HCBF received 10 applications in response to the RFP, with a total requested amount of \$1,381,823 in funds. Following review by HCBF staff and an ad hoc committee, four applications have been selected for a total funding recommendation of \$400,000. A breakdown of the funding recommendations include: Wilmington Community of Schools for \$250,000; Los Angeles Walks for \$50,000; Wilmington Community Clinic for \$50,000; and South Bay Center for Counseling for \$50,000. Given the proposals we received, Staff and ad hoc committee decided to recommend an additional allocation of \$50,000 in PCMTF funds for this round to award three small grants instead of two. A copy of the following document is attached for the Board's review and discussion:

1. Staff Memo – Healthy Harbor Communities Initiative Funding Recommendations.

Recommendation to the Board:

1. **Approve an additional \$50,000 in PCMTF be allocated** to Heathy Harbor Community Initiative Grant Program for Round 2.
2. **Approve the Staff recommendations** to award four grants to the qualified organizations to address impacts from the Port of Los Angeles and Port-related operations, as detailed in the Staff Memo.
3. **Authorize the Executive Director to:**
 - a) **report to the Board of Harbor Commissioners (BOHC)**, requesting final approval of Healthy Harbor Communities Initiative Grant Program,
 - b) **execute a letter to the BOHC** to approve the distribution of funds (\$400,000) in one lump sum transfer from the Port Community Mitigation Trust Fund to HCBF, and,
 - c) **fully execute and administer the Grant Agreements** between HCBF and the approved grantees from the Healthy Harbor Communities Initiative Grant Program.

ITEM 7. MEETING ADJOURNMENT

NEXT MEETING:

10:00 A.M., Friday, November 19, 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