



## **HCBF BOARD OF DIRECTORS ANNUAL MEETING**

Friday, February 25, 2022, 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\\_OvhjTJmFTSmyzHQQhciiDg](https://us02web.zoom.us/webinar/register/WN_OvhjTJmFTSmyzHQQhciiDg)
- After registering, you will receive a confirmation email containing information about joining the meeting.

**BOARD MEMBERS:** Gisele Fong, Chair; Gabriela Medina, Vice Chair; Ed Avol, Secretary; Richard Havenick, CFO/Treasurer; Jayme Wilson, Director; Charlene Contreras, Director; and Magali Sanchez-Hall, 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 JANUARY 28, 2022 (ATTACHMENT 1)**

**Recommendation to the Board: Approval of the HCBF Board meeting minutes dated January 28, 2022.**

### **REGULAR ITEM(S)**

#### **ITEM 2. REVIEW AND APPROVAL OF INTERNAL FINANCIAL STATEMENT – YEAR END DECEMBER 31, 2021 (ATTACHMENT 2)**

**SUMMARY:** A copy of the following unaudited financial reports, through December 31, 2021, are attached for the Board's review and discussion. The following documents were reviewed by Richard Havenick, 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, 2021 – Year End Reconciled
  - a. Balance Sheet
  - b. Quarterly Profit and Loss Summary YTD
  - c. Budget vs. Actuals 2021 Approved HCBF Budget
  - d. Statement of Cash Flows

**Recommendation to the Board: Approval of unaudited financial reports through 12/31/2021.**

### **ITEM 3. 2022 GRANT FUNDING DISCUSSION**

**SUMMARY:** Staff shall present updates on current and upcoming HCBF program activities. HCBF Board members shall discuss future HCBF planning around programming.

### **ITEM 4. MEETING ADJOURNMENT**

#### **NEXT MEETING:**

10:00 A.M., Friday, March 25, 2022 (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)

#### **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).