



HCBF BOARD OF DIRECTORS ANNUAL MEETING

Friday, June 24, 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:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82076767428?pwd=eTYxdWJwU3RxZERTSFdIRytwRzg4Zz09>

Or Telephone:

Dial: 1 (669) 900-6833

Webinar ID: 820-7676-7428

Passcode: 331907

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: 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 APRIL 22, 2022 (ATTACHMENT 1)

Recommendation to the Board: Approval of the HCBF Board meeting minutes dated April 22, 2022.

REGULAR ITEM(S)

ITEM 2. 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 four (4) consecutive two-year terms; per a Board approved amendment to HCBF's bylaws increasing the number of consecutive terms from three to four. The amendment was approved by the Board of Harbor Commissioners. The following documents are attached for the Board's review and discussion:

1. Staff Memo – Board terms

Recommendation to the Board:

1. **Board shall consider and vote to renew terms for Ed Avol (Director Seat G), concluding his third term, and Richard Havenick (Director Seat E), concluding his second term as Director.**

ITEM 3. HCBF ANNUAL MEETING 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 Gabriela Medina), Secretary (currently held by Ed Avol), and Chief Financial Officer (currently held by Richard Havenick). 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 appointment of Ed Avol as Officer (Chair) for one-year term concluding on or about July 31, 2023;**
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, 2023;**
3. **Board shall consider and vote on the appointment of Charlene Contreras as Officer (Secretary) for one-year term concluding on or about June 30, 2023;**
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, 2023.**

ITEM 4. BOARD SEARCH DISCUSSION

SUMMARY: At the March 25, 2022 HCBF Board of Directors meeting, the board convened an ad hoc committee for the Board seat replacement search process for Director Seat A, currently held by Director Gisele Fong. The Committee shall provide an update on the search process.

ITEM 5. STAFF UPDATE

SUMMARY: Staff shall present updates related to HCBF's grant programs, communications, and provide an overview of some upcoming activities for 2022.

ITEM 6. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATOR

Government Code Section 54957.6

HCBF Negotiator: Gisele Fong, Chair

Employee: Executive Director

ITEM 7. MEETING ADJOURNMENT

NEXT MEETING:

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

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.