



**MINUTES OF THE
HCBF BOARD OF DIRECTORS ANNUAL MEETING**

Friday, December 10th, 2021, 10:00 A.M.

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.

MEETING CALLED TO ORDER: 10:08 AM

BOARD ROLL CALL

Present: Gisele Fong, Chair; Gabriela Medina, Vice Chair; Ed Avol, Secretary; Richard Havenick, CFO/Treasurer; and, Charlene Contreras, Director;

Absent: Jayme Wilson, Director

ITEM A. PUBLIC COMMENT ON NON-AGENDA ITEMS

- No public comments

ITEM B. STAFF REMARKS

- Staff updates will be provided in Item 2.

ITEM C. BOARD MEMBER REMARKS

- No board member remarks

CONSENT ITEM(S)

ITEM 1: REVIEW & APPROVAL OF HCBF BOARD MEETING MINUTES DATED OCTOBER 22, 2021

No edits to the minutes. Board voted to the HCBF Board Meeting Minutes dated October 22nd, 2021. Motion by Ed Avol. Seconded by Richard Havenick. Following roll call vote, motion carried.

REGULAR ITEM(S)

ITEM 2. STAFF UPDATE

Staff will be presenting recommendation for a new HCBF auditor (Item 3) and recommendation for Director Seat B candidate (Item 6) later this meeting. The Annual 2022 budgets have been approved and transfer is in process. Staff will be receiving the final reports from Community Benefit program grantees and 6-month reports from Healthy Harbor Communities Initiative grantees. BOHC approval for HHCI Round 2 recommendations are still in process but anticipate being on the BOHC agenda in January 2022. Staff anticipate launching Round 2 of the Air Quality Mitigation Program by mid-January 2022, following Board approval of final Request for Letter of Interest (Item 5). Staff also provided updates related to HCBF's communications activities and work with partners. Students from Cal State Long Beach, Deanna

Ochi, Emily Rausch, Daniela Vega, and Ian Connelly, presented their Service-Learning projects conducted in partnership with HCBF (e.g. a map of HCBF investments in the community, and informational sheets presenting key findings from HCBF's Off-Port Land Use Study). Staff also provided a brief overview of upcoming 2022 activities.

ITEM 3. AUDIT RECOMMENDATIONS

Staff provided an overview of the auditor search process. The list of auditor recommendations considered by the committee resulted from referrals from the current CPA firm Armanino, LLP (formerly RBZ), Consultant RMG, LLC; and staff research. The Audit Committee which includes the HCBF Board Chair, Gisele Fong and Board Treasurer Richard Havenick, provided the recommendation to engage Mullins, PC as an independent certified accountant (CPA) to fulfill required responsibilities. Board voted to approve the recommendation of Mullins, PC and to authorize the Executive Director, with assistance from counsel, to finalize and execute all professional agreements and contracts between Mullins, PC and HCBF.

Motion by Ed Avol. Seconded by Gabriela Medina. Roll call vote. Carried unanimously.

ITEM 4. SHEIKH/IMPACT DISCUSSION

Amber Sheikh of Sheikh/Impact provided a recap of activities since the initial planning discussion at the August 2021 board meeting. Following the recap, then presented a draft case for support based on feedback from Staff to define the value-added components of HCBF activities and services. A potential timeline was also presented. Following board discussion on the case for support, timeline, and mock prospect list, board voted on staff recommendation to convene an ad hoc committee to support HCBF's resource generation activities. Ad hoc committee members included Gisele Fong, Richard Havenick, and Gabriela Medina.

Motion by Richard Havenick. Seconded by Ed Avol. Roll call vote. Carried unanimously.

ITEM 5. AIR QUALITY MITIGATION FUND - ROUND 2 – REQUEST FOR LETTERS OF INTEREST

HCBF Staff presented the Request for Letters of Interest for Round 2 of the AQMF Program. The updated draft of the Request for LOI has been reviewed and approved by the AQMF Round 2 ad hoc committee and technical consultant. HCBF will release the Request for LOI by mid-January 2022 to solicit projects that will reduce Port-related air emissions in the communities of San Pedro, Wilmington, and nearby communities. Board voted to approve the draft Request for LOI.

Motion by Richard Havenick. Seconded by Gabriela Medina. Roll call vote. Carried unanimously.

ITEM 6. HCBF BOARD OF DIRECTOR ELECTION

An ad hoc committee of Board members and HCBF's Executive Director have conducted a search to bring a nominee for Director Seat B to the full HCBF Board for a vote. Staff presented the nomination of Magali Sanchez-Hall for Director Seat B and the ad hoc committee shared Magali Sanchez-Hall's background and provided feedback from the interview. The Board discussed and voted on the nomination of Magali Sanchez-Hall for Director Seat B.

Motion by Ed Avol. Seconded by Richard Havenick. Roll call vote. Carried unanimously.

ITEM 7. REVISED AD HOC COMMITTEES

Board voted to add Richard Havenick to the Air Quality Mitigation Fund Program ad hoc committee and Gabriela Medina to the Off-Port Land Use Study Recommendations ad hoc committee

Motion by Charlene Contreras. Seconded by Gabriela Medina. Roll call vote. Carried unanimously.

ITEM 8. DRAFT 2022 HCBF BOARD OF DIRECTORS MEETING CALENDAR

Staff presented the draft 2022 board meeting calendar. Meetings will primarily by the 4th Friday of every month unless there's a holiday. Meetings will remain remote until otherwise announced. Board voted to approve the calendar.

Motion by Gabriela Medina. Seconded by Richard Havenick. Roll call vote. Carried unanimously.

ITEM 9. MEETING ADJOURNMENT

Meeting adjourned at 12:32 PM

I have reviewed the above minutes for accuracy and approve them:

Ed Avol, Secretary

Date