



**HCBF BOARD OF DIRECTORS SPECIAL MEETING**

Friday, May 12, 2023, 11:30 A.M. PST  
San Pedro Regional Library, Community Room  
931 S. Gaffey Street, San Pedro, CA 90731

**BOARD MEMBERS:** Ed Avol, Chair; Gabriela Medina, Vice Chair; Charlene Contreras, Secretary; Richard Havenick, CFO/Treasurer; Jayme Wilson, Director; Magali Sanchez-Hall, Director; and Hannah Bentley, Director.

**HCBF STAFF:** Tamanna Rahman, Executive 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 28, 2023 (ATTACHMENT 1)**  
Recommendation to the Board: Approval of the HCBF Board meeting minutes dated April 28th, 2023.

**REGULAR ITEM(S)**

**ITEM 2. REVIEW AND APPROVAL OF JOB DESCRIPTION FOR HCBF EXECUTIVE DIRECTOR (ATTACHMENT 2)**

**SUMMARY:** At the April 28<sup>th</sup> Board of Directors meeting, the Board convened an ad hoc committee to steer the process for selecting a new Executive Director following Tamanna Rahman’s notice of resignation. The ad hoc committee has prepared an updated Draft Executive Director Job Description to support the search process. A copy of the following document is attached for the Board’s review and discussion:

1. Draft HCBF Executive Director Job Description

**Recommendation to the Board:**

1. Review and approve the Executive Director Job Description for HCBF.

**ITEM 3. MEETING ADJOURNMENT**

**NEXT MEETING:**

10:00 A.M., Friday, June 2<sup>nd</sup>, 2023  
San Pedro Regional Library, Community Room  
931 S. Gaffey Street, San Pedro, CA 90731

**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.

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).