



MINUTES
EDC-VC EXECUTIVE COMMITTEE MEETING
March 1, 2017

- Location:** 1601 Carmen Drive, Suite 215, Camarillo
- Attendance:** Haider Alawami– Economic Roundtable Representative, City of Thousand Oaks
Harold Edwards – Limoneira Company
Chris Meissner, *Vice-Chair* – Meissner Filtration Products
Roseann Mikos – City of Moorpark
John Procter – City of Santa Paula
Carmen Ramirez – City of Oxnard
Peter Zierhut, *Secretary/Treasurer* – Haas Automation
- Absent:** Cheryl Heitmann, *Chair* – City of Ventura
Sim Tang-Paradis – City National Bank
- Legal Counsel:** Nancy Kierstyn Schreiner – Law Offices of Nancy Kierstyn Schreiner
- Guests:** None
- Staff:** Ray Bowman, EDC/SBDC Director
Marvin Boateng, Loan Officer
Kelly Noble, Office Manager
Bruce Stenslie, President/CEO
- Call to Order:** 8:33 a.m. Vice-Chair Chris Meissner thanked everyone for attending the meeting.
- Roll Call:** Kelly Noble
- Amendment to the Agenda:** Vice Chair Meissner stated that item IV-C, discussion the EDC-VC Loan Board, will be moved up to after IV.A.
- Public Comment:** None
- Approval of Executive Committee Minutes** Vice Chair Meissner requested a motion to approve the minutes from the February 1, 2017 Executive Committee meeting. Harold Edwards moved to approve and file the minutes from the February 1, 2017 Executive Committee Meeting. Peter Zierhut seconded the motion. Carmen Ramirez and Roseann Mikos were not in attendance for this motion. All remaining Executive Members listed in attendance in favor, motion carried.
- Administration** **Consideration of a \$60,000 Grant from the Morgan Family Foundation, for the period February 1, 2017 through November 30, 2017, in Support of Launching a Quarterly Indicator Report and the Development of a Business Users Guide for the Region’s Career Education Resources. Recommendation to Approve.**

Stenslie noted that as previously reported, EDC-VC has for over the last three

years served as one of 13 members of the California Stewardship Network. The Network is self-governing, though essentially sustained through funding provided by the Morgan Family Foundation.

The purpose of the network is to encourage innovative thinking, regional and statewide collaboration and exchange of ideas intended to address the state's economic, environmental and social challenges and opportunities.

A primary interest of the Stewardship Network is to look at these major California challenges from a "triple bottom line" perspective, that is, in consideration of the Economy, Social Equity and Environmental Balance.

Prior year projects have been the development of our regional Comprehensive Economic Development Strategy, an analysis of economic opportunity in local food processing and food systems, and support for local work on developing market-based groundwater trading.

Stenslie informed the Executive Committee that while in each of the past years we had wide latitude in developing our local project, for 2017 the Foundation and Network set a priority for concentrating on advancing the priorities of the California Economic Summit. This year the directed priorities are for improving our local connection and contributions to the Stewardship Network itself and, most especially, for contributing to the goal of "one million more skilled workers," specifically by strengthening relationships between workforce and community colleges.

Following are excerpts from our grant proposal. In keeping with the Foundation's guidelines, \$45,000 of the grant is dedicated to the workforce/community college component, and \$15,000 may be used for CSN engagement, which includes this year a concentration on social equity and shared prosperity.

Workforce and Community College Engagement: EDC-VC will establish an on-line portfolio of regional funding and resources and user's manual to improve worker and business access to the information and training essential for efficient access and use of the region's resources contributing to career advancement and opportunities for higher earnings.

Our project builds on substantial progress on this activity, funded through the California Careers Pathway Trust, "VC Innovates," in a partnership between the VC Office of Education and the VC Community College District.

While VC Innovates has contributed to the development of innovative approaches to the education experience, there remains a gap in the development of resources to guide business and incumbent workers as consumers of career education offerings.

Existing career pathways resources also lack connection to information from the Workforce Development Board on local career opportunities and to the occupations and sectors paying living wages.

This project, will contribute to closing those gaps for business and worker value by designing a resource guide and user's manual customized to their needs.

Project leadership will include the Ventura County P-20 Council--which includes both private sector leadership and a full spectrum of educators,

from pre-school through University--assuring broader linkage to education, and will be delivered through the Community College system, leveraging the College's mission relative to vocational instruction.

There is mounting evidence that the Ventura County economy is increasingly leaving behind our lower income families and wage earners. A 2016 report by the Brookings Institute reveals that on measures of "inclusion," that is, looking at broadly shared prosperity, our County currently ranks 95th out of the largest 100 US metro areas.

"Inclusion" in this instance includes 3 measures: median wage, relative income poverty rate, employment to population ratio. Keeping the indicators constant, five years ago we ranked 61st, ten years ago 36th.

By these and other measures--job creation, local GDP, annual average wages--we are moving in the wrong direction, though local leadership appear unaware of this negative trend.

We address the problem by developing, publishing and commenting on a quarterly indicator report that highlights our comparative economic standing, launching an effort to improve awareness and influence action to combat the negative trend.

Stenslie noted that with Executive Committee and full Board approval, staff will develop a contract agreement with the Community College District for the Business Users Guide and agreements with the Center for Economic Research and Forecasting and the Pacific Coast Business Times for the Quarterly Indicator Report. We anticipate having contracts in place no later than April.

Vice Chair Meissner asked for a motion for the Executive Committee to approve and forward to the full Board of Directors our receipt of a grant in the amount of \$60,000 from the Morgan Family Foundation, for the period February 1, 2017 – November 30, 2017, in support of launching a Quarterly Indicator Report and the development of a Business Users Guide for the region's career education resources. Peter Zierhut motioned to approve and forward to the full Board of Directors our receipt of a grant in the amount of \$60,000 from the Morgan Family Foundation, for the period February 1, 2017 – November 30, 2017, in support of launching a Quarterly Indicator Report and the development of a Business Users Guide for the region's career education resources. Carmen Ramirez seconded the motion. All Executive Members listed in attendance in favor, motion carried.

Discussion with the EDC-VC Loan Board

Vice Chair Meissner asked for introductions around the room, including members of the EDC-VC Loan Board: Steve Madsen who has been retired from banking for 2.5 years, Don Tello from Santa Paula Community Bank and Patty Turnage from Pacific Western Bank. Stenslie noted that as an essential part of our lending programs, EDC-VC maintains a volunteer loan board, comprised of five members, four with long professional experience in banking and finance, the fifth with experience in economic development services and program administration.

The loan board's professional banking expertise contributes an objective and thorough review of loans, helps manage risk and connects us and our clients to the judgment of commercial credit considerations.

Today's discussion is to:

- assure familiarity and connection between the loan board and executive committee;
- further mutual understanding of respective roles, and
- facilitate introduction and exchange of ideas for program and organizational advancement.

Our process for making a loan is generally initiated by our full-time Loan Officer, Marvin Boateng. Marvin meets with the client, shares the loan application process, collects and evaluates the business plan, financials and other material.

Marvin provided a complete overview of the loan program, its processes, types of loans made, risk profile, etc.

In discussion it was noted that the loan board serves several valuable functions, including:

- 1) reassuring our public and private capital investors and board of directors that there is deliberate, professional, group oversight to all lending decisions, helping to mitigate risk and maximize the value of our services;
- 2) assuring that loan recommendations are at "arms length," separated from the influence of loan applicants approaching city staff, elected officials, board members;
- 3) confirming that our niche in lending is not overlapping or duplicating commercial finance, yet remains connected to best practices in banking.

Vice Chair Meissner thanked the Loan Board committee members for being at the table today and for their on-going contributions to EDC-VC and our clients. Meissner continued with stating that he has been on the board almost since the EDC-VC started and the professional structure is great at the EDC-VC for the loan program. The Loan Committee Members said they really enjoy being on the loan board and are glad to contribute.

Membership Report

Stenslie commented that as noted in prior months, we are currently in a push for new members, with a key consideration to fill vacancies relative to gaps in industry sector representation. Our recruitment considerations include not only distribution and diversity by industry sector but also by region of the county, economic significance of the business and sector as well as the personal and professional characteristics of the individual members representing the industries and firms we recruit.

Several firms are high priorities, particularly in the manufacturing, high-tech, health care, biotech and finance & insurance sectors, as well as others.

President's Report

Stenslie stated there is nothing additional to report

New or Unfinished Business: None

Executive Committee: None

Comments:

**Closed Session
Real Property
Negotiations
Pursuant to
Government Code
Section 54956.8**

**Property: 1601 Carmen Drive, Suite 215, Camarillo CA
Entity Negotiators: Bruce Stenslie, Nancy Kierstyn Schreiner
Negotiating Party: Ventura Investment Company
Under Negotiation: Terms and Payment**

Vice Chair Meissner announced that the Executive Committee is going into closed session at 9:50 a.m. Ray Bowman, Marvin Boateng and Kelly Noble stepped out.

**Report Out of
Closed Session**

The Executive Committee returned from closed session at 10:07 a.m. The Executive Committee reported the following:

The negotiators are directed to seek and secure an initial extension through June 30, 2018, with three six month extensions at our option, ending December 31, 2018, June 30, 2019 and December 31, 2019, and to change the notice periods on exercising the options from one month and three month terms to 30 days and 90 days, respectively. In addition, the President/CEO is authorized to sign the lease agreement with those terms, and to bring the agreement to the full board for ratification.

**Adjournment to
March 1, 2017**

10:07 a.m.

Minutes taken by Kelly Noble