

MINUTES
EDC-VC EXECUTIVE COMMITTEE MEETING

March 6, 2019

Location:	EDC-VC, 4001 Mission Oaks Blvd., Founder’s Room, Suite A-1, Camarillo, CA 93012
Attendance:	Haider Alawami– Economic Roundtable Representative, City of Thousand Oaks Nan Drake, <i>Vice Chair</i> – E.J. Harrison Industries Harold Edwards – Limoneira Company Cheryl Heitmann – City of Ventura Brian Miller – County of Ventura Carmen Ramirez, <i>Chair</i> – City of Oxnard Anthony Trembley – City of Camarillo
Absent:	Chris Meissner– Meissner Filtration Products Peter Zierhut, <i>Secretary/Treasurer</i> – Haas Automation
Legal Counsel:	Nancy Kierstyn Schreiner – Law Offices of Nancy Kierstyn Schreiner
Guests:	None
Staff:	Marvin Boateng, Loan Officer Ray Bowman, EDCSBDC Director Kelly Noble, Office Manager Bruce Stenslie, President/CEO
Call to Order:	3:35 p.m. Chair Carmen Ramirez thanked everyone for attending.
Roll Call:	Kelly Noble
Amendment to the Agenda:	Deleted item V-B
Public Comment:	None
Approval of Executive Committee Minutes	Executive Committee Meeting February 13, 2019 Chair Ramirez asked for a motion to approve the minutes from February 13, 2019 Executive Committee meeting. Nan Drake moved to approve and file the minutes from February 13, 2019 Executive Committee meeting. Cheryl Heitmann seconded the motion. All Executive Members listed in attendance in favor, motion carried.
Review of Draft Elements for a Ventura County Comprehensive Economic Development	Bruce Stenslie noted that the development of a CEDS is in many ways a compliance issue, a prerequisite or requirement for the receipt of grant funds distributed by the U.S. Department of Commerce, Economic Development Administration (or EDA). A new CEDS is required every five years. Our last round of a CEDS was established just about five years ago.

Strategy (CEDS)

At its January meeting, the Committee met with Dr. Alexandria Wright, Director of Workforce and Economic Development for the VCCCD Chancellor's Office, with whom we have agreement to author the CEDS.

That discussion concentrated on elements of the SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis.

Additional core elements of a CEDS include:

- Summary of the local economic condition, from which we will draw extensively from the County Economic Vitality Strategic Plan,
- Identification and prioritization of overall goals and objectives, that will largely be shaped by the input to the SWOT analysis,
- Development of measures to track progress on the goals and objectives.

The Executive Committee discussed the inputs so far, moving toward the development of goals and objectives. Committee members asked for more clarity and streamlining to the SWOT and goals.

Staff will make the adjustments for the full Board meeting later in March.

Administration

Recommendations to Ratify Agreement with the Morgan Family Foundation, for the Receipt of a \$60,000 Grant for Continuing Participation in the California Stewardship Network and to Delegate Authority to the President/CEO to Enter into a \$30,000 Contract with the Ventura County Community College District for a Project to Scale the Apprenticeship Model in Ventura County, Participation and Funding through the California Stewardship Network:

As previously reported, EDC has for over the last five years served as one of 15 members of the California Stewardship Network. The Network is self-governing, though essentially sustained through funding provided by the Morgan Family Foundation.

Members of the Network includes the San Diego and Los Angeles Economic Development Corporations, the Inland Empire Economic Partnership, San Luis Obispo Economic Vitality Corporation, Monterey Bay Economic Partnership, the Fresno Business Council, the Sierra Business Council, Tahoe Prosperity Center, the Silicon Valley Leadership Group, the Bay Area Council Economic Institute, Valley Vision (Greater Sacramento area), Sonoma Human Services, Chico Stewardship Network and Redwood Coast Rural Action.

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.

In each of the last several years, the Morgan Family Foundation has provided funding

to each of the Network partners. Our projects have been the development of our regional Comprehensive Economic Development Strategy, an analysis of economic opportunity in local food processing and food systems, support for local work on developing market-based groundwater trading, developing a business resource guide for accessing career training and, this past year, continuing work on improving regional career education outcomes.

While prior to 2017, each Network partner had wide latitude in developing local projects, starting in 2017 the Foundation and Network set a priority for concentrating on advancing the priorities of the California Economic Summit. In 2017 and 2018 the directed priorities were on contributing to the goal of “one million more skilled workers,” specifically by strengthening relationships between workforce and community colleges. That priority has been extended into 2018

In keeping with the Foundation’s guidelines, an estimated \$40,000 of the grant is dedicated to the workforce/community college component, with up to \$20,000 to be used for continuing CSN engagement, including our leadership role as co-chair of the Network, attendance at statewide meetings, activities contributing to the development of the 2019 California Economic Summit and participation in a statewide “steward leader” development initiative.

The Morgan Family Foundation has approved our grant proposal and already funded the project, which has been included in our adopted budget. The first recommended action is to ratify the President’s signature to the agreement. Moving forward, we are in discussions with the Community College District to finalize an agreement for their role in implementing this year’s project, anticipating an April 1 start date. The second recommended action is to delegate the President the authority to sign the agreement for up to \$30,000 with the Community College District.

Chair Ramirez asked for a motion that the Executive Committee approve and forward to the full board of Directors:

1. Ratify the President’s approval of a \$60,000 grant agreement, for the term February 1, 2019 through December 2, 2019, with the Morgan Family Foundation, for continuing participation in the California Stewardship Network.
2. Delegation of authority to the President/CEO, subject to legal review, to execute an agreement with the Ventura County Community College District, Division of Workforce and Economic Development, for up to \$30,000, for the term April 1, 2019 December 2, 2019, for implementation of a project to scale up the apprenticeship model for work-based learning in Ventura County.

Tony Trembley motioned that the Executive Committee approve and forward to the full board of Directors:

3. Ratify the President’s approval of a \$60,000 grant agreement, for the term February 1, 2019 through December 2, 2019, with the Morgan Family Foundation, for continuing participation in the California Stewardship Network.
4. Delegation of authority to the President/CEO, subject to legal review, to execute an agreement with the Ventura County Community College District,

Division of Workforce and Economic Development, for up to \$30,000, for the term April 1, 2019 December 2, 2019, for implementation of a project to scale up the apprenticeship model for work-based learning in Ventura County.

Cheryl Heitmann Seconded the motion. All Executive Members listed in attendance in favor, motion carried.

Membership Report

Stenslie stated that we have progress toward filling our vacancy in a Board Advisor from Navy Base Ventura County. We anticipate making a nomination to the Board later in March for Vance Brahosky, Deputy Technical Director, Naval Surface Warfare Center – Port Hueneme Division, with Alan Jaeger, NSWC-PHD Office of Research and Technology Applications Manager as Alternate.

President’s Report

Stenslie advised the Executive Committee that we have started our annual audit and provided an update on the research relating to business migration.

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

Property: Building 424, Port of Hueneme, 333 Ponoma St., Port Hueneme, CA 93044
Entity Negotiators: Bruce Stenslie, Nancy Kierstyn Schreiner
Negotiating Party: Oxnard Harbor District
Under Negotiation: Terms and Payment

New or Unfinished Business:

None

Executive Committee Comments:

None

Closed Session Conference with Legal Counsel, Anticipated Litigation Pursuant to Government Code 54956.9(b)

The Executive Committee entered into closed session at 4:50 p.m.

The Executive Committee came out of closed session at 5:08 p.m.

Report Out of Closed Session

Harold moved to approve lease agreement with Oxnard Harbor District for space in the Port of Hueneme’s building 424, conditioned on direction to the President/CEO to secure reasonable assurance from the Port’s representatives that the property is ADA compliant and free of hazards for occupancy and to secure a higher level of liability insurance than is minimally required by the lease. Tony Trembley seconded the motion. All Executive Members listed in attendance in favor, motion carried.

Adjournment

At 5:10 pm., Chair Ramirez announced that the meeting is adjourned to April 3, 2019.

Minutes taken by Kelly Noble