

MINUTES
EDC-VC BOARD OF DIRECTORS MEETING
January 16, 2020

- Location:** Hyatt Regency Westlake, 880 South Westlake Blvd, Westlake Village
- Attendance:** Haider Alawami – City of Thousand Oaks, Liaison, ED Managers Roundtable
Gerhard Apfelthaler– California Lutheran University
Dee Dee Cavanaugh – City of Simi Valley
Gary Cushing – Chambers of Commerce Alliance
Kristin Decas – Port of Hueneme/Oxnard Harbor District
Nan Drake, *Vice Chair* – E.J. Harrison Industries
Henry Dubroff – Pacific Coast Business Times
Harold Edwards – Limoneira Company
Bob Engler – City of Thousand Oaks
Amy Fonzo – California Resources Corporation
Greg Gillespie – Ventura County Community College District
Cheryl Heitmann – City of Ventura
Bob Huber – County of Ventura
Jey Lacey – Southern California Edison
Chris Meissner – Meissner Filtration Products
Roseann Mikos – City of Moorpark
Brian Miller – County of Ventura
Manuel Minjares – City of Fillmore
Shawn Mulchay – City of Camarillo
Michele Newell – VCEDA
Carmen Ramirez, *Chair* – City of Oxnard
Andy Sobel – City of Santa Paula
Sim Tang Paradis – City National Bank
Ysabel Trinidad – California State University Channel Islands
Brian Tucker – Ventura County West
William Weirick – City of Ojai
Peter Zierhut, *Secretary/Treasurer* – Haas Automation
- Absent:** Will Berg – City of Port Hueneme
Vance Brahosky – NSWC Port Hueneme Division
Skyler Ditchfield– Geolinks
Anthony Goff – Calleguas Municipal Water District (Liaison)
Nina Kobasyashi – Mechanics Bank
Will Mitchell – Strata Solar Development
Jim Scanlon – Arthur J. Gallagher and Co
Alex Schneider – The Trade Desk
Tony Skinner – IBEW Local #952
Trace Stevenson – AeroVironment, Inc.
- Legal Counsel:** Nancy Kierstyn Schreiner, Law Offices of Nancy Kierstyn Schreiner

Staff: Marvin Boateng, Loan Officer
Ray Bowman, SBDC Director
Clare Briglio, Director of Communications
Alondra Gaytan, Client Services Manager
Stephanie Gonzalez, Client Services Specialist
Shalene Hayman, Controller
Kelly Noble, Office Manager
Bruce Stenslie, President/CEO

Guests: None for initial board meeting at 3:30; attendee list for annual meeting available at the EDC office.

Call to Order: Chair Carmen Ramirez called the meeting to order at 3:32 p.m. Ramirez thanked everyone for attending.

Amendment to the Agenda: None

Public Comment: None

Minutes: **Approval of Meeting Minutes, November 21, 2019**
Chair Ramirez asked if there were any comments on the November 21, 2019 minutes. With none, Ramirez asked for a motion to approve the minutes from November 21, 2019. Cheryl Heitmann motioned to approve the minutes from November 21, 2019. Nan Drake seconded the motion. Kristin Decas, Brian Tucker and Andy Sobel were not present for this item. All remaining Board members listed in attendance in favor, motion carried.

Consideration for New Member, Kaiser Permanente, Filling a Private Sector Board Vacancy Representing Health Services. Recommendation to Approve. Stenslie stated that as noted in prior months, we are actively recruiting 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, significance of the business and sector as well as the personal and professional characteristics of the individuals representing the industries and firms we recruit. A review of our roster reveals several under-represented sectors and sub-sectors:

- Wholesale and Retail Trade
- Real Estate and Development
- Engineering
- Health Services
- Leisure and Hospitality
- Biotech and Medical Devices

Stenslie stated we are recommending a Membership Appointment for Kaiser Permanente: Founded in 1945, Kaiser Permanente is an integrated managed care consortium, based in Oakland, California. Kaiser has long had a presence in East Ventura County, and is currently in a rapid growth mode in West County.

Adding Kaiser to our board would fill a current membership gap in the health services sector, representing leadership and innovation in all aspects of the health services continuum.

Nationally, health services spending represent some 18% of GDP, with the sector accounting for 11% of all jobs.

In Ventura County, the sector continues to be the source of our steadiest and strongest growth, with approximately 49,000 jobs, or 14.5% of all industry employment.

Stenslie thanked Cheryl Heitmann for her outreach and recruitment of Kaiser's leadership.

Ramirez requested a motion that the Board of Directors appoint Kaiser Permanente, a health care company to an EDC Private Sector Membership.

Cheryl Heitmann motioned that the Board of Directors appoint Kaiser Permanente, a health care company to an EDC Private Sector Membership. Bob Huber seconded the motion. Kristin Decas, Brian Tucker and Andy Sobel were not present for this item. All remaining Board members listed in attendance in favor, motion carried.

Election of Officers 2020

Stenslie stated that the Executive Committee has served the EDC as the nominating committee for the election of board officers.

Section 3.1b of our bylaws states that at the annual meeting for each new calendar year, the Board shall elect the Chair of the Board, the Vice-Chair, Secretary and Treasurer and President of the Corporation.

Section 3.1a further specifies that "the Chair and Vice-Chair will alternate between its [the board's] public and private sector representatives." Accordingly, the 2020 Chair is selected from among our Board's *private* sector members and our Vice-Chair is selected from among our Board's *public* sector members.

At its meeting on January 8 the Executive Committee approved the slate as follows:

- Chair: Nan Drake, Harrison Industries
- Vice-Chair Kelly Long, County of Ventura
- Secretary/Treasurer Peter Zierhut, Haas Automation
- President Bruce Stenslie, CEO

Chair Ramirez asked for a motion that the Board of Directors approve and elect the Executive Committee's slate of nominations for our 2019 officers:

- Chair: Nan Drake, Harrison Industries
- Vice-Chair Kelly Long, County of Ventura
- Secretary/Treasurer Peter Zierhut, Haas Automation
- President Bruce Stenslie, CEO

Bob Huber motion that that the Board of Directors approve and elect the Executive Committee's slate of nominations for our 2019 officers:

- Chair: Nan Drake, Harrison Industries
- Vice-Chair Kelly Long, County of Ventura
- Secretary/Treasurer Peter Zierhut, Haas Automation
- President Bruce Stenslie, CEO

Amy Fonzo seconded the motion. Kristin Decas and Andy Sobel were not present for this item. All remaining Board members listed in attendance in favor, motion carried.

Appointment of Executive Committee Members for 2020

The EDC bylaws at Section 3.3 stipulate that at the first meeting of the year, the Chair shall appoint the Executive Committee members, subject to board approval. The Executive Committee is to include the Chair, Vice-Chair and Secretary/Treasurer, with the balance filled out to assure four members each from the public and private sectors, plus one member representing the Economic Developers Roundtable.

Chair Nan Drake asked for a motion that the Board of Directors approve the following recommended slate of Executive Committee members

Private Sector

- *Nan Drake, Harrison Industries (Chair)**
- Harold Edwards, Limoneira
- Chris Meissner, Meissner Filtration Products
- *Peter Zierhut, Haas Automation (Secretary/Treasurer)**

Public Sector

- Cheryl Heitmann, City of Ventura
- *Kelly Long, County of Ventura (Vice-Chair)**
- Carmen Ramirez, City of Oxnard
- Bob Engler, City of Thousand Oaks

Economic Development Roundtable

- Haider Alawami, City of Thousand Oaks

Roseann Mikos motioned that the Board of Directors approve Executive Committee membership as follows:

Private Sector

- *Nan Drake, Harrison Industries (Chair)**
- Harold Edwards, Limoneira
- Chris Meissner, Meissner Filtration Products
- *Peter Zierhut, Haas Automation (Secretary/Treasurer)**

Public Sector

- Cheryl Heitmann, City of Ventura
- *Kelly Long, County of Ventura (Vice-Chair)**
- Carmen Ramirez, City of Oxnard
- Bob Engler, City of Thousand Oaks

Economic Development Roundtable

- Haider Alawami, City of Thousand Oaks

Bob Huber Seconded the motion. Kristin Decas and Andy Sobel were not present for this item. All remaining Board members listed in attendance in favor, motion carried.

Recommendation to Approve the 2020 Meeting Calendar

Stenslie stated that a draft meeting schedule for 2020 is in the packet. Full board meetings are held on the third Thursday of the month at 3:30 PM.

As in past years there are no EDC Board meetings in August and December.

Location: Unless otherwise notified, full board meetings are at the Board Room, 4001

Mission Oaks Blvd, Camarillo, 93012.

| <u>Month, 2020</u> | <u>Full Board</u> | <u>Location</u> |
|----------------------|-----------------------------------|------------------------|
| January | 1/16 (Annual Meeting, 3:30 PM) | Hyatt Regency Westlake |
| February | 2/20, 3:30 PM | 4001 Mission Oaks Blvd |
| March | 3/19, 3:30 PM | 4001 Mission Oaks Blvd |
| April | 4/16, 3:30 PM | 4001 Mission Oaks Blvd |
| May | 5/21, 3:30 PM | 4001 Mission Oaks Blvd |
| June | 6/18, 3:30 PM | 4001 Mission Oaks Blvd |
| July | 7/16, 3:30 PM | 4001 Mission Oaks Blvd |
| | No August meeting | |
| September | 9/17, 3:30 PM | 4001 Mission Oaks Blvd |
| October | 10/15, 3:30 PM | 4001 Mission Oaks Blvd |
| November | 11/19, 3:30 PM | 4001 Mission Oaks Blvd |
| | No December Meeting | |
| January, 2021 | 1/21/21 (Annual Meeting, 3:00 PM) | TBD |

Chair Drake motioned to approve the 2020 meeting calendar. Bob Huber seconded the motion. Kristin Decas and Andy Sobel were not present for this item. All remaining Board members listed in attendance in favor, motion carried.

**Recommendation to
Receive and File 2019
Impact Report**

Stenslie noted for the Board that in prior years, since 2012, we have published a year-end “highlights” document.

This year, we have revised the format and rebranded our year-end summary as our EDC Community Impact Report.

Developed by our Communications Director Clare Briglio and informed by inputs from our staff and by the expertise of Elena Trevino Design, the report is released today.

The document is not intended to serve as a formal annual report, rather it is to provide attendees of our Annual Meeting and stakeholders throughout the year a summary of our annual impact through program services.

Key points include:

- Our EDC Grow program exceeded our goals in service, reaching an all-time high in 883 firms served, contributing to the creation and retention of 389 jobs and exceeding goals for business access to capital and increases in sales.
- EDC Loan continued its excellence in direct lending programs to businesses unable to secure commercial credit, with more than 70% of loans and loan capital going to women and minority owned firms. Further, in coordination with EDC Grow, our Small Business Development Center facilitated some \$70 million in new capital infusion.
- Our EDC Global Program demonstrated outstanding performance in international trade advising—serving an additional 99 firms, resulting in more than \$17 million in new capital investment—with our Small Business Development Center continuing to

serve as lead for the entire Los Angeles region.

We look forward to building on and expanding this work in 2020.

This is a receive and file item.

**Closed Session-
Employee Performance
Evaluation**

Closed session was introduced by legal counsel Nancy Kierstyn Schreiner: Employee Performance Evaluation, Government Code 54957, Title, President, Conference with Labor Negotiators pursuant to Government Code 54957.6. EDC representatives Carmen Ramirez and Nancy Kierstyn Schreiner. Unrepresented, Bruce Stenslie. The Board entered into closed session at 3:45 p.m. and came out of closed session at 3:55 p.m. Legal counsel stated there was no announcement from closed session.

**Consideration of
Approval of President's
Fifth Amended
Employment
Agreement, Employee
Compensation**

Chair Drake recommended approval of President's fifth amended employment agreement, employee compensation. Henry Dubroff motioned to approve President's fifth amended employment agreement, employee compensation. Bob Huber seconded the motion. All Board members listed in attendance in favor, motion carried.

**Board Member
Comments**

Recess at 4:00 to reception and Annual Meeting at 4:30

Reconvene at 4:30 PM

Carmen Ramirez opened the meeting, thanking everyone for their attendance and recognizing the EDC Board for all the members' contributions and leadership.

Ramirez recognized the elected officials and dignitaries for their attendance.

Ramirez provided a summary of the organization's achievements in 2019, particularly recognizing the growth in our client services, from some 600 businesses to more than 900. Ramirez focused in particular on the extraordinary economic impact and benefit to the region, through our direct work with businesses and through our several collaborations with partner cities, the county and other business and community serving groups. Ramirez thanked staff for their leadership and work.

Ramirez also recognized our partnership with the Small Business Administration, and introduced the LA Region's Deputy Director for comments.

In closing, Ramirez again thanked the board and announced that the board earlier today elected new officers: Nan Drake of E.J Harrison & Sons as our 2020 Chair, County Supervisor Kelly Long as Vice Chair, and Peter Zierhut, Haas Automation, as Secretary Treasurer.

Nan Drake thanked Carmen for all her work and the Board for its confidence to put me in this role. Nan recognized the sponsors for the Annual Meeting

Our Event Sponsors:

- Limoneira Company
- Meissner Filtration Products

Corporate Sponsors:

- Cal State University Channel Islands
- California Statewide CDC

- City of Camarillo
- City National Bank
- County of Ventura
- Haas Automation
- Saalex Solutions
- Ventura County Community College District

Small Business Sponsors:

- Aera Energy
- California Resources Corporation
- City of Moorpark
- City of Simi Valley
- City of Thousand Oaks
- City of Ventura
- E.J Harrison & Sons
- IBEW Local 952
- Law Offices of Nancy Kierstyn Schreiner
- Port of Hueneme
- Saalex Solutions
- Southern California Association of Governments
- VCEDA
- Ventura County Community Foundation

And our Media Sponsor:

- Pacific Coast Business Times

Nan commented that having served on so many boards in the region, and as chair on several, she's especially motivated this year to helping promote and get out the word on the good things this organization does. Echoing Carmen's earlier comments, Nan focused on the scale of the work and economic impact. We've helped businesses grow and expand by accessing capital. We've helped firms create hundreds of new jobs, retain jobs at risk, increase sales by the millions of dollars. We serve as the Ventura County Film Commission, helping bring to Ventura County more than \$70 million in permitted film activity. We've done research and published new reports in global trade, on manufacturing jobs and on training and skills requirements for all kinds of jobs. Most importantly, our team has put that research to work every day for building business and economic opportunity in Ventura County.

Nan commented that it takes a team to do all this work. Nan thanked the staff and board, and noted earlier today we appointed our Executive Committee for 2020. Joining me and Officers Kelly Long and Peter Zierhut will be:

Harold Edwards from Limoneira

Chris Meissner, Meissner Filtration

Council Member Bob Engler, City of Thousand Oaks

Council Member Cheryl Heitmann, City of Ventura

Council Member Carmen Ramirez, City of Oxnard

Haider Alawami, representing the Economic Developers Roundtable

Nan called Bruce Stenslie to the Podium to moderate the panel discussion. Panelists included Eric Went, CEO and Co-Founder, Matter Labs; Joseph Briglio, Planning Manager, City of Happy Valley OR; Joslyn Stuart, Esq, Partner, the Small Business Law Firm.

Wrapping up the meeting, Nan thanked Carmen for her leadership and invited her up to receive a gift. Nan invited all that have proclamations for Carmen to come up at the end of the meeting for a group photo.

Nan Drake adjourned the EDC-VC Board Meeting to February 20th and invited everyone to continue networking and enjoy dinner.

Adjournment:

Meeting adjourned at 6:00 p.m. Our next meeting is February 20, 2020 4001 Mission Oaks Blvd, Suite A-1, Camarillo