

**MINUTES**  
**EDC-VC BOARD OF DIRECTORS MEETING**  
**March 19, 2020**

- Location:** 4001 Mission Oaks Blvd, Camarillo, CA 93012
- Attendance:** Haider Alawami – City of Thousand Oaks, Liaison, ED Managers Roundtable  
Dee Dee Cavanaugh – City of Simi Valley  
Gary Cushing – Chambers of Commerce Alliance  
Nan Drake, *Chair* – E.J. Harrison Industries  
Bob Engler – City of Thousand Oaks  
Amy Fonzo – California Resources Corporation  
Cheryl Heitmann – City of Ventura  
Bob Huber – County of Ventura  
Mary Jarvis – Kaiser Permanente  
Nina Kobasyashi – Mechanics Bank  
Jey Lacey – Southern California Edison  
Kelly Long, *Vice Chair* – County of Ventura  
Chris Meissner – Meissner Filtration Products  
Roseann Mikos – City of Moorpark  
Jim Scanlon – Arthur J. Gallagher and Co  
Sandy Smith – VCEDA  
Andy Sobel – City of Santa Paula  
Sim Tang Paradis – City National Bank  
Ysabel Trinidad – California State University Channel Islands  
Brian Tucker – Ventura County West  
Peter Zierhut, *Secretary/Treasurer* – Haas Automation
- Absent:** Gerhard Apfelthaler– California Lutheran University  
Will Berg – City of Port Hueneme  
Vance Brahosky – NSWC Port Hueneme Division (Liaison)  
Kristin Decas – Port of Hueneme/Oxnard Harbor District  
Skyler Ditchfield– Geolinks  
Henry Dubroff – Pacific Coast Business Times  
Harold Edwards – Limoneira Company  
Greg Gillespie – Ventura County Community College District  
Anthony Goff – Calleguas Municipal Water District (Liaison)  
Manuel Minjares – City of Fillmore  
Will Mitchell – Strata Solar Development  
Shawn Mulchay – City of Camarillo  
Carmen Ramirez – City of Oxnard  
Alex Schneider – The Trade Desk  
Tony Skinner – IBEW Local #952  
Trace Stevenson – AeroVironment, Inc.  
William Weirick – City of Ojai
- Legal Counsel:** Nancy Kierstyn Schreiner, Law Offices of Nancy Kierstyn Schreiner

**Staff:** Marvin Boateng, Loan Officer  
Ray Bowman, EDC SBDC Director  
Shalene Hayman, Controller  
Kelly Noble, Office Manager  
Bruce Stenslie, President/CEO

**Guests:** None

**Call to Order:** Chair Nan Drake called the meeting to order at 3:38 p.m. Drake thanked everyone for attending.

**Amendment to the Agenda:** None

**Public Comment:** None

**Minutes:** **Approval of Meeting Minutes, February 20, 2020**  
Chair Nan Drake asked if there were any comments on the February 20, 2020 minutes. With none, Drake asked for a motion to approve the minutes from February 20, 2020. Bob Huber motioned to approve the minutes from February 20, 2020. Kelly Long seconded the motion. All Board members listed in attendance in favor, motion carried.

**Financial Report:** **January and February 2020 Financials**  
Shalene Hayman briefly reviewed the financials focusing on February 2020. Drake asked for a motion to approve the January and February 2020 Financials. Cheryl Heitmann motioned to approve the January and February 2020 Financials. Dee Dee Cavanaugh seconded the motion. All Board members listed in attendance in favor, motion carried.

**Presentation/Discussion:** **EDC Client Dr. Brian Lee, President & Co-Founder, PBS Biotech, Inc.**  
There was no presentation today due to Quarantine. Staff will invite Dr. Lee back for another date.

**Administration:** **Chair's Recommendation to Appoint Dee Dee Cavanaugh, Council Member, City of Simi Valley, to Fill a Vacancy on the EDC-VC Executive Committee**  
Stenslie recalled for the Board that the Chair named, and the Board approved, the Executive Committee membership earlier this year, at our annual meeting on January 16. Included on the Committee's membership is Mayor Pro Tem Carmen Ramirez, representing City of Oxnard.  
  
Since then, we have received notice from the City of Oxnard that on February 18, per Mayor Pro Tem Ramirez's request, the City named Councilmember Vianey Lopez to represent Oxnard on our Board of Directors (see attachment).  
  
As it is our practice for naming individual members to our Officer and Executive Committee roles, that leaves a vacancy in a public sector seat on our Executive Committee.  
  
Section 3.3 of the EDC Bylaws stipulates that appointment to the Executive Committee are at the discretion of the Chair, subject to approval by the full board. Following discussion at the Executive Committee meeting on March 4, the Chair's recommendation is to appoint Dee Dee Cavanaugh to fill the vacancy.  
  
Considerations for appointment include, but are not limited to, rotation among the cities and regions of the county, length of service on the EDC Board.

Assuming approval of the recommended action, the full Executive Committee membership will stand 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**

- Dee Dee Cavanaugh, City of Simi Valley
- Bob Engler, City of Thousand Oaks
- Cheryl Heitmann, City of Ventura
- *Kelly Long, County of Ventura (Vice-Chair)\**

**Economic Development Roundtable**

- Haider Alawami, City of Thousand Oaks

Drake asked for a motion to appoint Dee Dee Cavanaugh, Council Member, City of Simi Valley, to fill a vacancy on the EDC-VC Executive Committee. Bob Huber motioned to appoint Dee Dee Cavanaugh, Council Member, City of Simi Valley, to fill a vacancy on the EDC-VC Executive Committee. Cheryl Heitmann seconded the motion. All Board members listed in attendance in favor, motion carried.

**Consideration to Ratify Agreement with the Morgan Family Foundation, for the Receipt of a \$65,000 Grant for Continuing Participation in the California Stewardship Network and to Delegate Authority to the President/CEO to Implement the Grant Workplan for Contributing to the Launch of a Pilot Apprenticeship Program in Ventura County. Recommendation to Approve.**

Stenslie noted that previously reported, EDC has for over the last six years served as one of 14 continuing executive committee members of the California Stewardship Network. This past year, CSN merged for greater stability and impact with California Forward, securing major funding commitments (primarily the Irvine and Morgan Family Foundations) for their work in sponsoring the California Economic Summit and for a workplan promoting regional stewardship based on triple bottom line principles and values (economy, equity, environment). The several regional members of CSN have also received direct grant funding of some \$60,000 annually from the Morgan Family Foundation.

Members of the Stewardship Network include 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, Valley Vision (Greater Sacramento area), Sonoma Human Services and Economic Development, 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, for the past two years, 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, 2018 and 2019, 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 2020.

Our grant proposal and grant reporting matrix focus on a partnership with the Workforce Development Board for launching a local industry led apprenticeship pilot program.

The over-arching goal of the project is to leverage the resources of our local workforce and economic development systems for improving industry/education partnership and collaboration.

A designated \$10,000 of the \$65,000 agreement is also to support our EDC’s continuing engagement in CSN and the CA Economic Summit process. The EDC President is currently a co-chair of CSN. This leadership role has a term ending date of June 30, after that continuing as a member of the CSN executive and membership committees.

The Morgan Family Foundation has approved our grant proposal and already funded the project, which has been included in our adopted budget. Today’s recommended actions were reviewed and approved for submittal to the full Board at its meeting of March 4.

The first recommended action is to ratify the President’s signature to the agreement. The second recommended action is to delegate the President the authority to implement the work plan as outlined in the attachments. No single element or expenditure anticipated in the grant agreement exceeds \$15,000, that amount for securing a professional facilitator and expert in apprenticeships. We anticipate, and have committed to, securing that facilitator in partnership with the Ventura County Workforce Development Board.

Drake requested a motion that the Board Of Directors:

1. Ratify the President’s approval of a \$65,000 grant agreement, for the term February 1, 2020 through December 1, 2020, 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 implement the grant workplan for contributing to the launch of a pilot apprenticeship program in Ventura County.

Bob Engler motioned that the Board of Directors:

1. Ratify the President's approval of a \$65,000 grant agreement, for the term February 1, 2020 through December 1, 2020, 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 implement the grant workplan for contributing to the launch of a pilot apprenticeship program in Ventura County.

Chris Meissner seconded the motion. All Board members listed in attendance in favor, motion carried.

**Consideration of Resolutions Approving Applications for USDA Rural Business Development Grants, for Economic Development Strategic Planning and Asset Mapping, in the Santa Clara River Valley Area and Ojai Valley**

Stenslie commented that the USDA manages several grant programs dedicated to supporting rural business development and economic diversification across the nation's rural communities. Area eligibility varies, though is generally tied to populations outside the direct sphere of influence of larger urban center and not to exceed 50,000 residents.

The specific grant program we are currently targeting—Rural Business Development Grants—is summarized in the attachment. Additional information may be tracked at [www.rd.usda.gov/](http://www.rd.usda.gov/).

Informed by inputs through our own regular work and in response to recent disasters, and in collaboration with the partners involved in the Ventura County Economic Vitality Strategic Plan, we included in our 2019-2024 Comprehensive Economic Development Strategic Plan (CEDs) two specific goals that guide these proposals:

- Goal #9: Support the retention and diversification of the Agriculture industry and Food Systems economy.
- Goal #10: Promote the economic and cultural vitality of the rural corridors in Ventura County, including in particular the Santa Clara River and Ojai Valleys.

Strategic Planning for the Santa Clara River Valley: More specifically, in discussions with stakeholders in Santa Paula and Fillmore and the unincorporated Santa Clara River Valley we are aware of an emerging regional interest for the development of an integrated economic development strategy, customized to the Valley's unique circumstances.

Our proposal is for \$29,000 in USDA funds, matched by \$10,000 from EDC's capacity, for an asset mapping and economic development strategy planning. Our larger purpose is for identifying priorities and projects for which the cities or other stakeholders (or EDC) may apply, as identified in the strategy work, for growing the Valley economy.

Entrepreneurship and Business Incubation in the Ojai Valley: For the Ojai Valley, we are responding to area stakeholder desire to diversify the local economy through entrepreneurship and new business formation and development. Data reveals that the Valley has an extraordinarily high concentration of home-based firms and entrepreneurs and a very high share of college educated residents.

Our proposal is for \$7,500 in USDA funds, matched by \$2,500 from EDC's capacity. Our purpose is to document business and entrepreneur demand for business incubation and co-working space and to identify potential resources to sustain efforts.

The applications were submitted to meet the deadline of March 13. We will follow those applications with the attached Resolutions. We will work closely with stakeholders in both communities to advance these goals for regional strategic planning, economic diversification and entrepreneurship development.

Drake requested a motion that the Board of Directors Approve:

1. Resolution of the EDC-VC Authorizing Submittal of an Application to USDA for a Rural Business Development Grant, for Economic Development Asset Mapping and Strategic Planning in the Santa Clara River Valley Area.
2. Resolution of the EDC-VC Authorizing Submittal of an Application to USDA for a Rural Business Development Grant, for Economic Development Asset Mapping and Feasibility Assessment for Entrepreneurship Development and Business Incubation in the Ojai Valley.

### **Update on Business Impacts & EDC Response to COVID-19**

EDC staff and advisors are fully engaged in response to this current rolling disaster. We are fielding an upswing in calls from clients seeking a full range of impact assistance, from needs for working capital owing to business slowdowns to guidance on managing interruptions in global supply chains and alternatives in sourcing materials.

We anticipate our physical office remaining open, though we have for our client facing services established a fully paperless process, and are able to conduct intakes, advising, client tracking and outcome reporting through on-line platforms and telephone. We are encouraging our advisors to conduct business technical assistance on-line and over the phone. We are allowing staff to work remote, though we are so far remaining fully on-site.

While adhering to CDC guidance on safety practices, we anticipate no interruption to any of our services owing to the calls for social distancing and other measures to contain the spread of the virus.

Given our experience through prior disasters, our SBDC Director Ray Bowman is providing guidance to the Governor's Office of Business and Economic Development and to other SBA technical assistance partners on strategies and resources, both for responding directly to business need and for moving to virtual services (see attached flyer for example).

Given our concentration on international trade, we are also particularly well positioned to address client concerns on supply chain disruption and liability, as well as more widely shared issues on setting up remote work stations for employees, cashflow management, credit and financial assistance.

Given our experience in disaster lending, our Loan Officer/Business Finance Director Marvin Boateng is in close contact with SBA for access to economic injury loans and the CA IBank and other offices for securing loan guarantees for our own lending. We are also in discussions with our prior disaster loan fund contributors—Pacific Western Bank and the Gene Haas Foundation—about continuing use of those funds for the current circumstance.

Our Communications Director, Clare Briglio has updated our print and on-line disaster assistance guides located on our website and continues to work with multiple local, state

and federal partners for assuring our client community's access to up-to-date information and resources.

All of that noted, this is a very different kind of disaster compared to the recent fires. Identifying an end date, or closure on this is the key difference. With no defined end in sight, we will remain vigilant for assuring quality business and economic development services to the region.

**President's Report**

None

**Committee/Liaison Reports:**

**Naval Surface Warfare Center – None**

**VCEDA – None**

**Economic Developers Roundtable – None**

**Ventura County Lodging Association – None**

**Calleguas Municipal Water District – None**

**New or Unfinished Business:**

None

**Board Comments:**

None

**Adjournment:**

Meeting adjourned at 4:12 p.m. Our next meeting is April 16, 2020, 4001 Mission Oaks Blvd, Camarillo