

**MINUTES**  
**EDC-VC BOARD OF DIRECTORS MEETING**  
**May 21, 2020**

- Location:** 4001 Mission Oaks Blvd, Camarillo, CA 93012 and by teleconference.
- Attendance:** Haider Alawami – City of Thousand Oaks, Liaison, ED Managers Roundtable  
Gerhard Apfelthaler– California Lutheran University  
Will Berg – City of Port Hueneme  
Dee Dee Cavanaugh – City of Simi Valley  
Gary Cushing – Chambers of Commerce Alliance  
Henry Dubroff – Pacific Coast Business Times  
Harold Edwards – Limoneira Company  
Bob Engler – City of Thousand Oaks  
Amy Fonzo – California Resources Corporation  
Cheryl Heitmann – City of Ventura  
Cynthia Herrera – Ventura County Community College District  
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  
Vianey Lopez – City of Oxnard  
Chris Meissner – Meissner Filtration Products  
Roseann Mikos – City of Moorpark  
Shawn Mulchay – City of Camarillo  
Jim Scanlon – Arthur J. Gallagher and Co  
Andy Sobel – City of Santa Paula  
Sim Tang Paradis – City National Bank  
Ysabel Trinidad – California State University Channel Islands  
Brian Tucker – Ventura County West  
Alan Yeager – NSWC Port Hueneme Division (Liaison)  
Peter Zierhut, *Secretary/Treasurer* – Haas Automation
- Absent:** Kristin Decas – Port of Hueneme/Oxnard Harbor District  
Skyler Ditchfield– Geolinks  
Nan Drake, *Chair* – E.J. Harrison Industries  
Anthony Goff – Calleguas Municipal Water District (Liaison)  
Manuel Minjares – City of Fillmore  
Will Mitchell – Strata Solar Development  
Michele Newell – VCEDA  
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:** Ray Bowman, EDC SBDC Director  
Clare Briglio, Director of Communications  
Shalene Hayman, Controller  
Kelly Noble, Office Manager  
Bruce Stenslie, President/CEO

**Guests:** Christopher Arent  
Rosie Ornelas, City of Oxnard  
Paul Stamper, County of Ventura  
Rachel Wagner, SCAG

**Call to Order:** Vice Chair Kelly Long called the meeting to order at 3:31 p.m. Long thanked everyone for attending and stated that Nan sends her apologies for missing the meeting but is unavoidably detained.

**Amendment to the Agenda:** None

**Public Comment:** None

**Minutes:** **Approval of Meeting Minutes, April 16, 2020**  
Vice Chair Long asked if there were any comments on the April 16, 2020 minutes. With none, Long asked for a motion to approve the minutes from April 16, 2020. Gerhard Apfelthaler motioned to approve the minutes from April 16, 2020. Bob Huber seconded the motion. All Board members listed in attendance in favor, motion carried.

**Financial Report:** **April 2020 Financials**  
Shalene Hayman briefly reviewed the April 2020 financials. Long asked for a motion to approve the April 2020 Financials. Bob Huber motioned to approve the April 2020 Financials. Henry Dubroff seconded the motion. All Board members listed in attendance in favor, motion carried.

**Administration:** **Consideration of Approval of a Contract for Receipt of CARES Act Funding in Response to COVID-19 and in Support of the EDC Small Business Development Center. Recommendation to Delegate Authority to President/CEO to Approve a \$356,250 Contract and Amendments thereto for Increased Funding as It Becomes Available.**  
Stenslie noted that the Coronavirus Aid, Relief and Economic Security Act (or CARES Act) was signed into law on March 27, including \$240 million for Small Business Development Centers (SBDC) and Women’s Business Centers for technical assistance to businesses.  
  
Initial estimates are that the Los Angeles region (Los Angeles, Ventura and Santa Barbara Counties) may receive \$6.1 million, for the period May 1, 2020 through September 30, 2021.  
  
Our SBDC Lead Center at Long Beach City College has indicated our allocation of this funding will be through a new contract, with an initial amount of \$356,250. We anticipate that based on our client activity, we may end up securing at least twice that amount in total going forward.  
  
The recommendation today is to assure we can access the funding as soon as possible. Already, we have incurred well more than \$400,000 in COVID-19 related expenses, built up a caseload of over 1,400 clients, and just begun to provide any in-depth services to these clients as they adjust to the crisis.

In addition to our pursuit of these federal funds, we have secured an additional \$95,000 from the Ventura County Community Foundation, \$50,000 from CIT Bank, \$40,000 from Union Bank, \$10,000 from City National Bank and \$5,000 from Mechanics Bank (in addition to the \$500,000 in loan capital and \$25,000 in additional support from Pac West Bank).

Vice Chair Long asked for a motion that the Board of Directors delegate authority, subject to legal review, to the President CEO:

1. To sign approval of an agreement with Long Beach City College, for the receipt of \$356,250 in federal CARES Act funding in support of our Small Business Development Center;
2. To sign amendments to the agreement, as appropriate, for the receipt of additional CARES Act funding in support of our Small Business Development Center activity.

Amy Fonzo motioned that the Board of Directors delegate authority, subject to legal review, to the President CEO:

3. To sign approval of an agreement with Long Beach City College, for the receipt of \$356,250 in federal CARES Act funding in support of our Small Business Development Center;
4. To sign amendments to the agreement, as appropriate, for the receipt of additional CARES Act funding in support of our Small Business Development Center activity.

Bob Huber seconded the motion. All Board members listed in attendance in favor, motion carried.

**Authorization to Apply for and Delegation of Authority to the President/CEO to Sign Grant Agreements with U.S. Department of Commerce Economic Development Administration for the Receipt of \$2,450,000 in Revolving Loan Funds and \$245,000 to Launch and Administer the Fund. Recommendation to Approve.**

Stenslie commented that the Coronavirus Aid, Relief and Economic Security Act (or CARES Act) was signed into law on March 27, including more than \$1.4 billion in grant funds available through EDA.

As an existing EDA grantee, successfully operating a Revolving Loan Fund (RLF) since 1996, EDA has invited EDC (along with several other existing RLF grantees) to apply for additional funding through a non-competitive process. Further, though EDA funds normally require up to a 50% match, EDA is offering this non-competitive funding with no match requirement. EDA's interest is to get as much economic relief funding into the field as soon and as effectively as possible.

The maximum RLF award available to us under this invitation is \$2.45 million, tied by a formula ratio to our existing RLF. Each RLF grantee is also eligible to submit a proposal for a separate grant in an amount up to 10% of the loan fund for support in launching and administering the RLF (outreach, staffing, underwriting, loan management, etc.). The \$245,000 funding for operating costs is separate and above the RLF award.

Loans from the \$2.45 million RLF pool must be for businesses that have suffered impacts from COVID-19. Should we secure the funding, we will have 24 months (or through September 2022) to draw down the entire loan pool and to spend the administrative support award. Assuming regulatory compliance, after September 2022, the funding we have drawn down and loaned—both principal and interest—may become part of a continuing RLF, without the COVID-19 impact restrictions.

Consistent with our existing EDA RLF, loans from this new fund are restricted to businesses in Ventura County. Lending is also to be in alignment with our existing RLF Administrative Plan (e.g., defining the maximum loan amount at \$250,000, general under-writing criteria), though we may request some adjustments for the high-risk circumstances of lending in the COVID-19 environment.

The application is due no later than June 8. Awards are anticipated to be made within 30 days. Any fund award through this non-competitive process does not preclude our—or any of our partner cities or organizations—application for other funds through EDA’s current Notice of Funding Opportunity (NOFO).

Vice Chair Long asked for a motion that the Board of Directors delegate authority, subject to legal review, to the President/CEO:

1. To submit grant proposals to EDA for \$2,450,000 in Revolving Loan Funds and \$245,000 for support in launching and delivering a loan program in response to the business and economic impacts of COVID-19 in Ventura County.
2. To sign grant agreements, as appropriate and subject to legal review, for the receipt of EDA grants for \$2,450,000 and \$245,000.

Roseann Mikos motioned that the Board of Directors delegate authority, subject to legal review, to the President/CEO:

3. To submit grant proposals to EDA for \$2,450,000 in Revolving Loan Funds and \$245,000 for support in launching and delivering a loan program in response to the business and economic impacts of COVID-19 in Ventura County.
4. To sign grant agreements, as appropriate and subject to legal review, for the receipt of EDA grants for \$2,450,000 and \$245,000.

Dee Dee Cavanaugh seconded the motion. All Board members listed in attendance in favor, motion carried.

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

Given the unprecedented breadth of this economic crisis, and the uncertainty as to how long it will last, there is little in precedence to help project where the unemployment rate may go. By no means for a definitive statement, we have taken a shot at estimating what the April unemployment rate may look like, coming up with an estimate of approximately 22%. LAEDC has suggested it could go as high as 31%. What we have done in our estimate is taken a look at how each industry sector is impacted by the stay at home Orders. We have also taken into consideration the employment practices and profiles of each sector, e.g., share of contingent and part-time labor, the size of businesses, etc. More to the point, this crisis has hit vulnerable populations—low wage workers in particular—in a large and disproportionate manner.

Ray Bowman presented a new dashboard staff has developed for tracking client activity and outcomes relating to COVID-19. The data is at the bottom of our COVID-19 web page: <https://edcollaborative.com/covid19/>.

### **President’s Report**

Stenslie provided information on what the EDC team is doing to support businesses in the Ventura County. In discussion Board Members provided updates on what is happening in their industries and Cities. Vice Chair Long provided an update on the County’s activities.

**Committee/Liaison Reports:**

**Naval Surface Warfare Center – None**  
**VCEDA –** Michele Newell mentioned VCEDA’s activity in partnership with the County

Economic Vitality Strategic Plan Advisory Committee, Chambers of Commerce and EDC.  
**Economic Developers Roundtable** – Haider Alawami stated that the Economic Developers Roundtable is meeting two times a week, in addition to its regular monthly meeting.  
**Ventura County Lodging Association** – Brian Tucker shared what is going on with the industry stating the worst numbers of occupancy reported. Tucker stated that May is California Travel & Tourism month and thinks they are going to be primed to rebound.  
**Calleguas Municipal Water District** – None.

**New or Unfinished Business:**

Vice Chair needed to leave the Meeting. Peter Zierhut took over the meeting. Zierhut asked if there was any New or Unfinished Business. There was none.

**Board Comments:**

None

**Adjournment:**

Meeting adjourned at 5:06 p.m. Our next meeting is June 18, 2020, 4001 Mission Oaks Blvd, Camarillo and by teleconference.