

MINUTES
EDC-VC EXECUTIVE COMMITTEE MEETING
February 3, 2021

- Location:** EDC-VC, 4001 Mission Oaks Blvd., Founder’s Room, Suite A-1, Camarillo, CA 93012 and <https://zoom.us/j/8349665509>.
- Attendance:** Dee Dee Cavanaugh – City of Simi Valley
Kristin Decas – Port of Hueneme/Oxnard Harbor District
Nan Drake, *Chair* – E.J. Harrison Industries
Harold Edwards – Limoneira Company
Bob Engler – City of Thousand Oaks
Kelly Long, *Vice Chair* – County of Ventura
Rosie Ornelas – Economic Roundtable Representative, City of Oxnard
Andy Sobel – City of Santa Paula
Peter Zierhut, *Secretary/Treasurer* – Haas Automation
- Absent:** None
- Legal Counsel:** Nancy Kierstyn Schreiner – Law Offices of Nancy Kierstyn Schreiner
- Guests:** Christina Eiler, Geo Instruments
- Staff:** Kelly Noble, Office Manager
Bruce Stenslie, President/CEO
- Call to Order:** 3:35 p.m. Chair Nan Drake thanked everyone for attending.
- Roll Call:** Kelly Noble
- Amendment to the Agenda:** None
- Public Comment:** **None**
- Approval of Executive Committee Minutes** **Executive Committee Meeting, January 6, 2021**
Chair Kelly Long requested a motion to approve the minutes from January 6, 2021 Executive Committee meeting. Dee Dee Cavanaugh moved to approve and file the minutes from January 6, 2021 Executive Committee meeting. Nan Drake seconded the motion. Andy Sobel and Rosie Ornelas abstained. Kristin Decas was not in attendance for this motion. All remaining Executive Members listed in attendance in favor, motion carried.
- Administration** **Consideration to Extend the Partnership Intermediary Agreement (PIA) with Naval Surface Warfare Center – Port Hueneme Division, through January 13, 2022. Recommendation to Approve.**

Stenslie noted that the EDC Board of Directors ratified approval of a PIA with the Naval

Surface Warfare Center – Port Hueneme Division (NSWC-PHD) on January 17, 2019. A PIA is a standard agreement, developed by the US government for use by any of its several departments, agencies or research laboratories, such as NSWC-PHD. The purpose of the PIA is to improve and advance our capacity to facilitate regional participation in DoD sponsored research and development, through cooperative or joint activities with small business firms, institutions of higher education and other private sector parties.

Our particular interests are for supporting regional entrepreneurship and technology innovation, enabling public/private collaboration in R&D and commercialization of technologies, and to advance a structure for mentoring innovative companies.

While EDC holds the PIA authority, our structure for administering its purpose is through our Fathomwerx partnership and Memorandum of Understanding with NSWC-PHD, Matter Labs and the Port of Hueneme.

Over the last two years, NSWC-PHD has provided some \$400,000 in grant funds that have contributed to our capacity to build out the infrastructure for the 60,000 square foot research lab at the Port of Hueneme and to promote and participate in such activities as:

- ANTX, Advanced Naval Technology Exercises
- Coastal Trident Technology workshops
- Education partnerships, including First Robotics and Stembassadors
- Navy Partnerships 101: Women & Minority Small Businesses
- Hosting businesses for access and use of the laboratory equipment and space
- Production of videos demonstrating and promoting industry opportunities for partnership
- Securing NavalX Tech Bridge designation for additional Navy and DOD networking and support

Stenslie added, based on the progress and achievements over the past two years, leadership at NSWC-PHD and Naval Base Ventura County have recently presented for our consideration an extension of the agreement through January 13, 2022, as attached.

For moving forward, we continue to look for funding to assure the sustainability of effort for interests in promoting public/private partnerships, entrepreneurship and innovation, and the networking of technology transfer assets, all for the purpose of supporting regional economic competitiveness.

Chair Long requested a motion that the Executive Committee approve an extension of our Partnership Intermediary Agreement (PIA) with the Naval Surface Warfare Center – Port Hueneme Division (NVSCPHD), through January 13, 2022. Nan Drake motioned to approve an extension of our Partnership Intermediary Agreement (PIA) with the Naval Surface Warfare Center – Port Hueneme Division (NVSCPHD), through January 13, 2022. Andy Sobel seconded the motion. All remaining Executive Members listed in attendance in favor, motion carried.

Consideration of the 2021 Executive Committee Meeting Calendar. Recommendation to Approve.

Regular Executive Committee meetings are currently being held on the 1st Wednesday of the month, at 3:30 PM. Full Board of Directors meetings are held on the 3rd Thursday of the month, at 3:30 PM. We have no full Board meetings in August and December; the Executive Committee skips August only. Stenslie added that until otherwise instructed, all meetings are remote, by Zoom. Once we are able to meet in person, meetings will be at 4001 Mission Oaks Blvd, Camarillo, 93012, unless otherwise noticed.

<u>Month, 2021</u>	<u>Executive Committee</u>	<u>Full Board of Directors</u>
January	1/6, 3:30 PM	1/21, 3:30PM (annual mtg)
February	2/3, 3:30 PM	2/18, 3:30 PM
March	3/3, 3:30 PM	3/18, 3:30 PM
April	4/7, 3:30 PM	4/15, 3:30 PM
May	5/5, 3:30 PM	5/20, 3:30 PM
June	6/2, 3:30 PM	6/17, 3:30 PM
July	7/7, 3:30 PM	7/15, 3:30 PM
No August meetings		
September	9/1, 3:30 PM	9/16, 3:30 PM
October	10/6, 3:30 PM	10/21, 3:30 PM
November	11/3, 3:30 PM	11/18, 3:30 PM
December	12/1, 3:30 PM	No meeting
January 2022	1/5, 3:30 PM	1/20, 3:30 PM (annual mtg)

Chair Long requested a motion that the Executive Committee adopt its meeting schedule for 2021 as stated. Andy Sobel motioned that the Executive Committee adopt its meeting schedule for 2021 as stated. Dee Dee Cavanaugh seconded the motion. All remaining Executive Members listed in attendance in favor, motion carried.

Membership Report

Stenslie stated we continue to recruit new private sector members, with a goal to fill vacancies relative to gaps in industry sector representation. 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, as noted below (plus several locally critical sectors for which we are always interested in more representation, e.g., Ag/Food Systems, Manufacturing/Production/R&D . . .):

- Wholesale & Retail Trade
- Transportation & Warehousing
- Leisure & Hospitality
- Real Estate, Development & Con.
- Engineering Services
- Biotech & Life Sciences

Stenslie added that with the continuing downturn in business owing to the coronavirus pandemic, we are increasingly concerned about membership dues and retention. Staff will provide a report at the time of our meeting on retention issues.

Discussion Concerning Potential Partnership Opportunities and Options with the Ventura County Industry Council

Stenslie noted that business leaders representing the region's production and value-added industries have recently formed the Ventura County Industry Council (VCIC).

The VCIC formation is motivated by the observation that Ventura County as a region has long lacked a professional business cluster organized by and for its concentration of production industries.

This cluster—broadly including manufacturing, biotechnology and life sciences, aerospace and maritime, agriculture and food systems—contributes enormously to the region's jobs, wealth and heritage, yet its sustainability and competitiveness is threatened by the region's lack of a pipeline of skilled workers and the training curriculum to fuel it.

Recognizing that, among VCIC’s priorities are to unite its diversity and to consolidate its critical mass and voice for the purposes of retaining, growing and attracting production cluster businesses and for assuring access to the skilled workforce essential to drive industry sustainability and growth.

VCIC leadership is currently ten of the region’s industry leaders, including EDC board members Peter Zierhut (Haas Automation), Chris Meissner (Meissner Filtration) and Harold Edwards (Limoneira). Other members include Amgen, Bayer, Kinamed, TMJ Concepts, and several others.

To facilitate an efficient and effective launch of its mission, VCIC is considering options on organizational formation (i.e., whether to incorporate or not) and structure (e.g, whether to partner with an existing organization such as EDC for administrative support and program alignment). To that end, VCIC leadership has invited EDC to consider and present options for collaboration, relative both to administrative and program support.

While such a collaboration may take many forms, essential elements include establishing a formal board to board written agreement on governance and program purpose—most preferably either a formal or modified Fiscal Sponsorship Agreement—to include specifications on cost and defined expectations on separate and shared responsibilities. In response to that invitation, EDC staff has submitted the summary document of considerations and options for collaboration that was included in your packet.

COVID-19 Status Report, Impacts and Resources for Business

Stenslie provided an update on continuing activity for staff and the proliferation of federal, state and local resources. Key issues of concern raised by clients include, among many issues, landlord/tenant relations and reconciliation of Paycheck Protection Plan loans

Separately there is growing interest at the city level to cap rates on food delivery services. Several cities across CA and the nation have adopted caps, with concern that high rates may be depressing demand or cutting into restaurant viability. There’s an emerging literature and intel on the pros and cons, with food service businesses landing on both sides of the question. With no consensus, most agree that it’s best to leave this tension to market forces, not policy.

President’s Report

Stenslie noted upcoming items for the Committee’s and Board’s consideration include the launch of a training program for digital marketing skills certification, raising our line of credit limit with City National Bank, and a focus on budget adoption and strategic planning for 2021 and forward.

**New or
Unfinished
Business**

None

**Executive
Committee
Comments:**

None

Adjournment

At 4:50 pm. Chair Long announced that the meeting is adjourned March 3, 2021.

Minutes taken by Kelly Noble.