

MINUTES
EDC-VC EXECUTIVE COMMITTEE MEETING
January 6, 2021

- Location:** EDC-VC, 4001 Mission Oaks Blvd., Founder’s Room, Suite A-1, Camarillo, CA 93012 and <https://zoom.us/j/8349665509>.
- Attendance:** Haider Alawami– Economic Roundtable Representative, City of Thousand Oaks
Dee Dee Cavanaugh – City of Simi Valley
Nan Drake, *Chair* – E.J. Harrison Industries
Bob Engler – City of Thousand Oaks
Kelly Long, *Vice Chair* – County of Ventura
Peter Zierhut, *Secretary/Treasurer* – Haas Automation
- Absent:** Harold Edwards – Limoneira Company
Chris Meissner– Meissner Filtration Products
- 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:** 3:32 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, December 2, 2020**
Chair Nan Drake requested a motion to approve the minutes from December 2, 2020 Executive Committee meeting. Bob Engler moved to approve and file the minutes from December 2, 2020 Executive Committee meeting. Kelly Long seconded the motion. Nan Drake abstained. All remaining Executive Members listed in attendance in favor, motion carried.
- Administration** **Consideration of the 2020 Annual Review and Update, Ventura County Comprehensive Economic Development Strategy (CEDS). Recommendation to Receive and File.**
Stenslie noted that we adopted our current Comprehensive Economic Development Strategy (CEDS) in mid-2019, with its approval received from the U.S. Department of Commerce, Economic Development Administration (EDA) in December 2019.

The development of a CEDS is in many ways a compliance issue, a prerequisite or requirement for the receipt of grant funds distributed by EDA. The value of having it completed, for example, is our recent receipt of a new \$2.45 million grant for loan capital and a \$245,000 grant for its initial lending.

A new CEDS is required every five years. More to the point of today's item, it is proper to update the CEDS annually, addressing progress against goals, changes in condition, emerging priorities, opportunities and barriers.

Our current CEDS was authored by Alexandria Wright, PhD. Earlier this year we contracted again with Dr. Wright to complete the first annual update. That document has been received and distributed by separate correspondence.

As to be expected, much of the update addresses, or is influenced by, the impacts of COVID-19. Ideally, we would have completed the update a few months earlier, though we delayed it as our work was nearly wholly focused on response to pandemic. Still, we are completing the one-year update nearly to the one-year date of EDA acceptance of the CEDS.

Today's action is to receive and file. With the Board's approval the CEDS Annual Update will be submitted to EDA for their files as well.

Chair Drake requested a motion to receive and file the 2020 Annual Review and Update, Ventura County Comprehensive Economic Development Strategy (CEDS). Kelly Long motioned to receive and file the 2020 Annual Review and Update, Ventura County Comprehensive Economic Development Strategy (CEDS). Dee Dee Cavanaugh seconded the motion. All Executive Members listed in attendance in favor, motion carried.

Executive Committee's Officer Nominations for 2021

Stenslie summarized for the Executive Committee that over the last several years the Executive Committee has submitted a recommendation for a slate of officers to the full board at the Annual Meeting. That recommendation has been finalized in or by early January, prior to the Annual Meeting.

From discussion at the Executive Committee's meeting on December 2, the consensus was for a 2021 slate of officers as follows:

| | |
|----------------------|--|
| Chair: | Kelly Long, County of Ventura |
| Vice Chair | Harold Edwards, Limoneira Company |
| Secretary/Treasurer: | <i>Either</i> Peter Zierhut <i>or</i> Chris Meissner |

The nomination also calls for the annual appointment of the President, which has been included in the Executive Committee's annually recommended slate. Since the EDC-VC's establishment in 1996, the President and CEO functions have been combined.

An action today may establish the Executive Committee's recommended slate of Officers at our Annual Meeting on January 21. Following discussion it was agreed that Peter Zierhut would be the Committee's nominee for Secretary/Treasurer

Chair Drake requested a motion that the Executive Committee nominate this slate

of officers for presentation to the full Board at its Annual Meeting on January 21, 2021. Dee Dee Cavanaugh motioned to nominate Kelly Long, County of Ventura as chair, Harold Edwards, Limoneira Company as Vice Chair, Peter Zierhut, Haas Automation as Secretary/Treasurer and Bruce Stenslie as President/CEO. Bob Engler seconded the motion. All Executive Members listed in attendance in favor, motion carried.

Considerations for Executive Committee Membership for 2021

Stenslie noted that no action is necessary or appropriate today, as it is the responsibility of each new year's Chair, with concurrence by the full Board, to appoint the Executive Committee members at the first board meeting of the year (except for the Vice Chair and Secretary/Treasurer, which, per our bylaws, once elected, automatically become members of the Executive Committee).

That noted, our bylaws specify that the Executive Committee "shall be established each year at the first Board meeting of the calendar year" (that is, at the Annual Meeting, January 21).

Committee members discussed the recruitment of members to fill two vacancies on the Executive Committee for 2021. Chair nominee Long will follow up with Stenslie for outreach to fill the vacant seats.

Annual Meeting Planning, for January 21, 2021

Stenslie confirmed for the Executive Committee as per prior discussion, our Annual Meeting this year will be a lower key event, held on-line via Zoom, without solicitation for sponsorships.

Also, per prior inputs by the Executive Committee, we anticipate a meeting agenda as follows:

3:30-4:00: Board of Directors convenes for a business meeting, including:

- the election of officers,
- appointment of Executive Committee members,
- receipt and file of the 2020 Impact Report,
- consideration of the President's contract.

4:00-5:00: We open the Zoom platform to invited guests (prior sponsors, regular attendees, public and private stakeholders, estimating approximately 100 zooming in).

- The theme for this portion is to showcase our work this past year in responding to the coronavirus pandemic.
- Staff has prepared a "2020 Impact Report" which is being mailed to invited guests in advance (copies also distributed at today's meeting).
- We will do a brief introduction of each of our staff, highlighting their roles in the pandemic response.
- We will feature appreciations for, and short presentations from, a couple of businesses with whom we worked in 2020. This portion will include comments from an advisor that worked with the business.

- This focus is to provide a moment to recognize the hardships faced by business and the community but also, and especially, to highlight innovations and resilience in response to the challenge and the craft and contributions of our advisors and staff in supporting businesses in their paths forward.
- We will include time and opportunity for some process for networking and discussion.

Membership Report

Stenslie stated that there is nothing to report for this item.

COVID-19 Status Report, Impacts and Resources for Business

Stenslie briefly shared the on-going work of staff and the evolving set of local, state and federal resources. Kelly Long shared information on the activities of the County of Ventura.

Initial Discussion, Strategic Planning, 2021 and Forward

Stenslie presented an initial scoping of issues for the organization’s continuing growth and move forward. The review included a summary of EDC activities, programs, initiatives and other priorities that are either new or requiring heightened attention, owing to opportunity or risk management. The work of the organization continues to grow and evolve.

President’s Report

Stenslie stated that there is nothing more to add other than a reminder that VCEDA’s Business Outlook Conference is January 15.

New or Unfinished Business

None

Executive Committee Comments:

None

Closed Session

Conference with Labor Negotiators Pursuant to Government Code Section 54957.6
Went into closed session at 4:45 pm.

Report out of Closed Session, If Any

The Executive Committee Came out of closed session at 4:47 pm reporting unanimously President’s salary adjusted to \$179,627 and a monthly contribution to medical and dental benefits at up to \$3,117 per month. This Item will go to full board for ratification.

Adjournment

At 4:50 pm. Chair Nan Drake announced that the meeting is adjourned to February 3, 2021.

Minutes taken by Kelly Noble.