

**MINUTES**  
**EDC-VC EXECUTIVE COMMITTEE MEETING**  
November 4, 2020

- 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  
Harold Edwards – Limoneira Company  
Bob Engler – City of Thousand Oaks  
Cheryl Heitmann – City of Ventura  
Kelly Long, *Vice Chair* – County of Ventura  
Peter Zierhut, *Secretary/Treasurer* – Haas Automation
- Absent:** Chris Meissner– Meissner Filtration Products
- Legal Counsel:** Nancy Kierstyn Schreiner – Law Offices of Nancy Kierstyn Schreiner
- Guests:** Brian Miller, County of Ventura
- Staff:** Marvin Boateng, Loan Officer  
Kelly Noble, Office Manager  
Bruce Stenslie, President/CEO
- Call to Order:** 3:31 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, October 7, 2020**  
Chair Nan Drake requested a motion to approve the minutes from October 7, 2020 Executive Committee meeting. Cheryl Heitmann moved to approve and file the minutes October 7, 2020 Executive Committee meeting. Dee Dee Cavanaugh seconded the motion. Kelly Long was absent from this action item. All remaining Executive Members listed in attendance in favor, motion carried.
- Administration** **Consideration to Amend an Agreement with the Ventura County Community Foundation, for Continuing Provision of Services in Support of the Ventura County Business Assistance Grant Program. Recommendation to Approve.**  
Stenslie noted that the County of Ventura is a recipient of federal CARES Act funding to cover its expenses and to provide support for residents, businesses and public and private

entities impacted by the coronavirus pandemic. The County Board of Supervisors, through several amended actions in expansion of this program has approved an allocation and award to the Ventura County Community Foundation (VCCF) of up to \$23,935,000 for a program to issue \$5,000 direct grants to businesses. The County Board has also awarded VCCF of \$870,000 to implement the grant program.

VCCF has contracted with EDC-VC and Women's Economic Ventures (WEV) to support this initiative. EDC and WEV provided support in the design of the program, and on-going work in outreach and communication to businesses, in the review of applications and through staffing a phone support system to answer questions from applicants and to guide them through the application process. In September our Board approved our contracting with VCCF for up to \$115,000 on that scope of work.

The process for completing the distribution of grants to eligible applicants has been held up until recently owing to a dispute between VCCF and the County over the ownership of the applicant files and on the question of whether grantees would be subject to public disclosure.

With that dispute resolved, VCCF is requiring additional and on-going EDC support in answering applicant questions about final eligibility determinations and the public disclosure and in support of any final appeals. Given that additional work, today's recommended action is to:

- extend the term of agreement, paragraph 5, to a new ending date of December 15, 2020;
- increase the payment provisions (paragraph 2 and Exhibit A, Scope of Work and Payment Provision) to include up to an additional \$40,000 in reimbursable expenses, to a revised total of \$155,000; and
- add to the Scope of Work (Exhibit A) EDC's continuing phone support for applicant eligibility, grant distribution questions and appeal opportunities, through December 15, 2020.

Chair Nan Drake requested a motion that the Executive Committee approve and forward to the full Board of Directors an amended agreement with the Ventura County Community Foundation, for reimbursement of EDC expenses in continuous support of the COVID-19 Business Assistance Grant Program through December 15, 2020. Cheryl Heitmann motioned to approve and forward to the full Board of Directors an amended agreement with the Ventura County Community Foundation, for reimbursement of EDC expenses in continuous support of the COVID-19 Business Assistance Grant Program through December 15, 2020. Harold Edwards seconded the motion. With Kelly Long abstaining, Executive Members listed in attendance in favor, motion carried.

#### **Pacific Coast Broadband Consortium: Planning for a Countywide Fiber Network**

Stenslie stated as previously reported, Ventura, Santa Barbara and San Luis Obispo County stakeholders in broadband have formed what is called the Broadband Consortium of the Pacific Coast. EDC-VC serves as fiscal agent for the group, now managing a third round of funding—a three-year grant, \$450,000, for the term November 2019 through October 2022—received through the California Public Utilities Commission. Our tri-county consortium is one of some 16 active regional consortia throughout the state.

The CPUC funding for the Consortium is for planning and regional coordination of effort, not implementation of infrastructure solutions. Our service efforts are currently concentrated on supporting the region's municipalities and counties for securing the

funding to build out what we are referring to as regional fiber loops or networks, that is the infrastructure to close the middle mile gaps between and among the region's anchor institutions and to enable widely distributed and cost-effective last mile connections to businesses and residences. All of that is in support of the high-speed communications infrastructure essential for what some refer to as a Smart City environment:

- supporting public safety;
- improving resident access to education, health care and entertainment;
- attracting and retaining employers and skilled workers; and
- enabling intelligent transportation, mitigating impacts to the environment through reduced vehicle miles travelled.

At a more granular level, current work is focused on securing a comprehensive inventory of the region's assets in support of this work, including existing cable, fiber and microwave deployments, public utility and private pipeline conduits, traffic signals, railway and road rights of way, CalTrans and other roadway projects, municipal and county CIP's. All these assets are being integrated into a regional GIS mapping resource

In addition to the Ventura County work, the Consortium is supporting efforts throughout the three county region, though more specifically in Paso Robles, in the Cuyama Valley, in north Santa Barbara County along the Highway 246 corridor, and at Vandenberg Air Force Base.

#### **Membership Report**

Stenslie stated there is no action recommended today. There was a brief discussion about recruitment for vacancies as well as retaining members that may be struggling owing to impacts of the pandemic.

#### **Discussion Relating to Officer Nominations for 2021**

Stenslie noted 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 December or early January, prior to the Annual Meeting.

As the Vice-Chair has traditionally moved into the Chair's position on the annual rotation, our primary considerations are for identifying nominees for 2021 Vice-Chair and Secretary/Treasurer. No formal action is necessary today.

Separately from the nomination and election of Officers, it is the responsibility of each new year's Chair to appoint the other Executive Committee members. Our bylaws, Section 3.3, specify that the Executive Committee "shall be established each year at the first Board meeting of the calendar year."

Stenslie summarized our bylaws noting that Section 3.1a identifies our officers as a Chair, Vice-Chair, Secretary, Treasurer and President. Section 3.1a further specifies that "the Chair and Vice-Chair will alternate between its [the board's] public and private sector representatives." The officers' roles are defined in Section 3.2 (Article IV addresses the role of the President separately from the other officers).

Following the bylaws' direction for alternating the Chair between public and private sectors, our 2020 Chair shall be selected from our private sector membership.

The bylaws specify that officer terms are for one year.

Section 3.1b of the bylaws states that at the annual meeting for each new calendar year, the Board shall elect the Chair of the Board, the Vice-Chair, the President, Secretary and Treasurer of the Corporation. Our 2020 Annual Meeting is scheduled for January 16.

Section 3.3 of the bylaws states that

“An Executive Committee comprised of nine (9) Board members, including the Chair, Vice Chair, and Secretary/Treasurer, with the balance selected by the Chair, subject to Board approval, shall be established each year at the first Board meeting of the calendar year. The Chair shall select one member of the Executive Committee from among the city or county economic development practitioners who participate in the Economic Developers Roundtable. This member of the Executive Committee shall also be designated as a liaison to the EDC-VC Board of Directors, consistent with Section 2.7 of these bylaws.”

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The Executive Committee members thanked Kelly Long for her interests in serving as the 2021 Chair. For the other office positions the Committee directed staff to determine the interests of Harold Edwards for serving as Vice Chair.

#### **Annual Meeting Planning, for January 21, 2021**

Stenslie stated that our Annual Meeting is scheduled for January 21, 2021. We anticipate gatherings will still then be prohibited.

In recent years, our Annual Meeting has generated some \$30,000 in net income by sponsorships. Given the constraints of the pandemic, and that our meeting date for 2021 will be pre-empted by 6 days by VCEDA’s scheduled Business Outlook Conference, and the challenge of securing sponsorships in these times generally and for that date specifically, the Executive Committee at its meeting in September directed that we not seek sponsorships for an “event” meeting in January, and look to schedule a gathering and sponsorship event later in 2021 when meetings—presumably, optimistically (?)—may again be safe and allowed.

That noted, we will still carry out our Annual Meeting leadership elections on January 21 as prescribed by our bylaws.

While we are not planning to ask for sponsorships, we could still invite a headline speaker or otherwise develop a panel discussion on a key issue relating to the Ventura County economy and recovery from pandemic. And though we are not inviting sponsorships, with a strong enough program we could still invite other stakeholders for such a focus item, to participate in the discussion after we have completed our business agenda.

#### **President’s Report**

Stenslie shared information on the completion of a survey of some 22,000 businesses in response to COVID-19.

Marvin Boateng shared information about the federal government “defederalizing” our Department of Commerce Economic Development Administration loan capital.

Stenslie provided additional information on COVID-19 response activities and resources. Supervisor Long also provided detail on the County's actions and strategies.

**New or  
Unfinished  
Business**

None

**Executive  
Committee  
Comments:**

None

**Closed Session –  
Conference with  
Legal Counsel**

**Potential Initiation of Litigation, deciding or is deciding whether to initiate litigation pursuant to Government Code Section 54956.9(c). Two cases: County of Ventura and/or Ventura County Community Foundation**

Went into closed session at 4:09 pm.

**Closed Session**

**Employee Performance Evaluation Government Code Section 54957(b)(1)  
Title: President**

**Report out of  
Closed Session**

The Committee came out of closed session at 4:49, reporting that legal counsel is authorized to report to our insurance carriers potential litigation and that staff and counsel will wait and see on any future developments before taking any further action. Nothing to report on employee performance.

**Adjournment**

At 4:50 pm. Chair Nan Drake announced that the meeting is adjourned to December 2, 2020.

Minutes taken by Kelly Noble.