

MINUTES
EDC-VC BOARD OF DIRECTORS ANNUAL MEETING
January 21, 2021

- Location:** 4001 Mission Oaks Blvd, Camarillo, CA 93012 and by teleconference.
- Attendance:** Gerhard Apfelthaler – California Lutheran University
Haider Alawami, Economic Development Representative/City of Thousand Oaks
Laurence Buckley, VCCCD
Stephanie Caldwell– Chambers of Commerce Alliance
Dee Dee Cavanaugh – City of Simi Valley
Kristin Decas – Port of Hueneme/Oxnard Harbor District
Nan Drake, *Chair* – E.J. Harrison Industries
Henry Dubroff – Pacific Coast Business Times
Harold Edwards – Limoneira Company
Bob Engler – City of Thousand Oaks
Amy Fonzo – California Resources Corporation
Randy Haney – City of Ojai
Bob Huber – County of Ventura
Alan Jaeger – NSWC Port Hueneme Division (Liaison)
Mary Jarvis – Kaiser Permanente
Nina Kobayashi – Mechanics Bank
Jey Lacey – Southern California Edison
Kelly Long, *Vice Chair* – County of Ventura
Vianey Lopez – City of Oxnard
Chris Meissner – Meissner Filtration Products
Shawn Mulchay – City of Camarillo
Rosie Ornelas – Economic Development Representative/City of Oxnard
Tracy Perez – VCEDA
Jim Scanlon – Arthur J. Gallagher and Co
Andy Sobel – City of Santa Paula
Sim Tang Paradis – City National Bank
Sandy Smith, VCEDA
Ysabel Trinidad – California State University Channel Islands
Brian Tucker – Ventura County West (Liaison)
Peter Zierhut, *Secretary/Treasurer* – Haas Automation
- Absent:** City of Port Hueneme
Skyler Ditchfield– Geolinks
Anthony Goff – Calleguas Municipal Water District (Liaison)
City of Moorpark
Cynthia Herrera – Ventura County Community College District
IBEW Local #952
City of Ventura
City of Fillmore
Will Mitchell – Strata Solar Development
Alex Schneider – The Trade Desk
Trace Stevenson – AeroVironment, Inc.

Legal Counsel: Nancy Kierstyn Schreiner, Law Offices of Nancy Kierstyn Schreiner

Staff: Marvin Boateng, Director of Lending
Ray Bowman, EDC SBDC Director
Clare Briglio, Director of Communications
Alondra Gaytan, Client Services Manager
Stephanie Gonzalez, Client Services Specialist
Shalene Hayman, Controller
Vicki Meraz, Loan Program Assistant
Kelly Noble, Office Manager
Tracie Schneider, Communications & Marketing Coordinator
Bruce Stenslie, President/CEO

Guests: Brian Miller, County of Ventura
Cam Spencer, Oxnard Harbor District/Port of Hueneme

Call to Order: Chair Nan Drake called the meeting to order at 3:35 p.m. Drake thanked everyone for attending.

Amendment to the Agenda: None

Public Comment: None

Minutes: **Approval of Meeting Minutes, November 19, 2020**
Chair Drake asked if there were any comments on the November 19, 2020 minutes. With none, Drake asked for a motion to approve the minutes from November 19, 2020. Bob Huber motioned to approve the minutes from November 19, 2020. Dee Dee Cavanaugh seconded the motion. All Board members listed in attendance in favor, motion carried.

Administration: **Recommendation to Receive and File the 2020 Annual Review and Update, Ventura County Comprehensive Economic Development Strategy (CEDS)**
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 essentially 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 from EDA and a \$245,000 grant to support our capacity to lend those funds in the troubled pandemic recovery environment.

For a more complete summary of what is a CEDS, and the process for its development, see www.eda.gov/ceds/ and several related links. 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 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 has been 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.

Chair Drake asked for a motion to receive and file the CEDS Annual Update. Sim Tang-Paradis motioned to receive and file the CEDS Annual Update. Bob Engler seconded the motion. All Board members listed in attendance in favor, motion carried.

Recommendation to Receive and File 2020 Impact Report

Recommended Action: This is on the agenda as a “Receive and File” item.

Stenslie noted that in prior years, from 2012 through 2018, we produced a year-end “highlights” document. Starting last year, and into this year, we are releasing an “EDC Community Impact Report.”

The newly released 2020 Impact Report has been mailed to the registrants for our Annual Meeting today and is available for broad distribution.

Developed by our communications team of Clare Briglio and Tracie Schneider and informed by inputs from our staff and by the expertise of Elena Trevino Design, this year’s report focuses almost entirely on our response to the impacts of COVID-19.

The document is *not* intended to serve as a formal annual report, rather it is to provide attendees of our Annual Meeting and stakeholders throughout the year a summary of our annual impact through program services.

Key points include:

- More than doubled our number of firms served year-over-year, providing in-depth advising to nearly 1,900 businesses impacted by COVID-19.
- Delivered 67 webinars, reaching nearly 3,500 additional businesses and established a business information and referral hotline, engaging with more than 14,000 callers.
- Led the nation among all SBDC Service Centers, facilitating business capital infusion by more than \$105 million.
- Acquired \$2.45 million in new loan capital from the U.S. Department of Commerce, a \$970,000 loan capital commitment from the City of Camarillo and secured \$167,500 in new loan loss reserve and essential operating funds from several local banks, including City National Bank, Mechanics Bank, Pacific Western Bank, CIT Bank, and Union Bank.
- Developed, launched and continuously managed the first in nation statewide SBDC performance management and outcome tracking system.
- Secured additional funding to meet the crush of business demand, fueling a mid-year increase in revenue by more than \$970,000, of which some \$500,000 was dedicated to our direct business assistance and advising line item.

We look forward to building on and expanding this work in 2021.

Chair Drake requested a motion to receive and File 2020 Impact Report.

Randy Haney motioned motion to receive and File 2020 Impact Report.

Sim Tang-Paradis seconded the motion. All Board members listed in attendance in favor, motion carried.

Election of Officers, 2021

Stenslie commented 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.

Chair Drake stated that It is recommended that the Board of Directors approve the Executive Committee's nomination of Officers for 2021 as follows:

Chair: Kelly Long, County of Ventura
Vice Chair Harold Edwards, Limoneira Company
Secretary/Treas: Peter Zierhut, Haas Automation
President/CEO: Bruce Stenslie

Chris Meissner motioned that the Board of Directors approve the Executive Committee's nomination of Officers for 2021 as follows:

Chair: Kelly Long, County of Ventura
Vice Chair Harold Edwards, Limoneira Company
Secretary/Treas: Peter Zierhut, Haas Automation
President/CEO: Bruce Stenslie

Henry Dubroff seconded the motion. All Board members listed in attendance in favor, motion carried.

Appointment of Executive Committee Members for 2021

Meeting was turned over to new Chair Kelly Long.

Stenslie noted, per the Chair Nominee's direction, the following slate of 2021 Executive Committee members is submitted for the board's approval:

Private Sector

- Kristin Decas, Port of Hueneme
- Nan Drake, Harrison Industries
- *Harold Edwards, Limoneira, Vice Chair*
- *Peter Zierhut, Haas Automation, Secretary/Treasurer*

Public Sector

- Dee Dee Cavanaugh, City of Simi Valley
- Bob Engler, City of Thousand Oaks
- *Kelly Long, County of Ventura, Chair*
- Andy Sobel, City of Santa Paula

Economic Development Roundtable

- Rosie Ornelas, City of Oxnard

Nina Kobayashi motioned to approve the following slate of 2021 Executive Committee members

Private Sector

- Kristin Decas, Port of Hueneme

- Nan Drake, Harrison Industries
- *Harold Edwards, Limoneira, Vice Chair**
- *Peter Zierhut, Haas Automation, Secretary/Treasurer**
- To be named January 21

Public Sector

- Dee Dee Cavanaugh, City of Simi Valley
- Bob Engler, City of Thousand Oaks
- *Kelly Long, County of Ventura, Chair**
- Andy Sobel, City of Santa Paula

Economic Development Roundtable

- Rosie Ornelas, City of Oxnard

Nan Drake seconded the motion. All Board members listed in attendance in favor, motion carried.

Recommendation to Approve the 2021 Meeting Calendar

Full board meetings are held on the third Thursday of the month at 3:30 PM. As in past years there are no EDC Board meetings scheduled for August and December. Unless otherwise notified, full board meetings are held over Zoom. Once we are able to meet again in person, meetings will be at the Board Room, 4001 Mission Oaks Blvd, Camarillo, 93012, unless otherwise noticed.

<u>Month, 2021</u>	<u>Full Board</u>	<u>Location</u>
January	1/21 (Annual Meeting, 3:30 PM)	Zoom, on-line or phone
February	2/18, 3:30 PM	Zoom, on-line or phone
March	3/18, 3:30 PM	Zoom, on-line or phone
April	4/15, 3:30 PM	Zoom, on-line or phone
May	5/20, 3:30 PM	Zoom, on-line or phone
June	6/17, 3:30 PM	Zoom, on-line or phone
July	7/15, 3:30 PM	Zoom, on-line or phone
	No August meeting	
September	9/16, 3:30 PM	Zoom, on-line or phone
October	10/21, 3:30 PM	Zoom, on-line or phone
November	11/18, 3:30 PM	Zoom, on-line or phone
	No December Meeting	
January 2022	1/20/22 (Annual Meeting)	Time & Place TBD

Nan Drake motioned to approve the meeting calendar as presented. Dee Dee Cavanaugh seconded the motion. All Board members listed in attendance in favor, motion carried.

**Closed Session-
Employee Performance
Evaluation**

**Government Code Section 54957. Title: President
Conference with Labor Negotiators pursuant to Government Code 54957.6
EDC representatives Nan Drake, Nancy Kierstyn Schreiner
Unrepresented: President**

Went into closed session at 3:45. Came out of closed session at 3:50 with no announcements or comments.

Consideration of Approval of President's Sixth Amended Employment Agreement, Employee Compensation

Henry Dubroff motioned to approve President's Sixth Amended Employment Agreement, Employee Compensation. Sim Tang-Paradis seconded the motion. All Board Members in attendance in favor, motion carried.

New or Unfinished Business:

None

Board Member Comments

None

Zoom Chat Box Contents:

15:27:27 From Alan Jaeger to Kelly Noble(Direct Message) : hi Kelly. I am supporting for Vance today

15:31:09 From Kelly Noble to Alan Jaeger(Direct Message) : thanks Alan

15:33:46 From henry dubroff to Everyone : Hi Everybody: Hope your 2021 is off to a good start. We are very busy at PCBT.

15:40:35 From Kelly Noble to Alan Jaeger(Direct Message) : Hello All. Here is the Zoom link for the Annual Meeting at 4:00 if you have not registered yet:

15:41:21 From Kelly Noble to Everyone : Hello All. Here is the Zoom link for the Annual Meeting at 4:00 if you have not registered yet:

<https://zoom.us/meeting/register/tJckfuGqrDivH9FWguymBxKlzZPKBRnvksLS>

15:56:07 From henry dubroff to Everyone : What a year - Kudos to EDC for supporting small business

Open Annual Meeting for Guests at 4:00 PM

Welcome & 2020 Review by Nan Drake, EDC Chair 2020
Priorities & Look Forward for 2021 by Chair Nominee, Kelly Long
Introducing EDC Staff & COVID-19 Response by Bruce Stenslie, President/CEO
Business Spotlights: Treasures of Ojai and AristaHire
Networking and Toast

Adjournment:

Meeting adjourned at 5:12 p.m. Our next meeting is February 18, 2021, 4001 Mission Oaks Blvd, Camarillo and by teleconference.