

MINUTES
EDC-VC EXECUTIVE COMMITTEE MEETING

June 2, 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 – E.J. Harrison Industries
Harold Edwards, Vice-Chair – Limoneira Company
Bob Engler – City of Thousand Oaks
Brian Miller, *Chair* – County of Ventura
Peter Zierhut, *Secretary/Treasurer* – Haas Automation

Absent: Andy Sobel – City of Santa Paula
Rosie Ornelas – Economic Roundtable Representative, City of Oxnard

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

Staff: Ray Bowman, EDCSBDC Director
Kelly Noble, Office Manager
Bruce Stenslie, President/CEO

Call to Order: 3:31 p.m. Vice Chair Harold Edwards thanked everyone for attending.

Roll Call: Kelly Noble

Amendment to the Agenda: Moving item IV-A after item II

Public Comment: **None**

Administration **Item IV-A: Consideration of Draft Fiscal Year 2020 Audit Report and Financial Statements. Recommendation to Accept and Forward to the Board of Directors for Consideration.**

Stenslie noted for the Executive Committee that as per our bylaws, Section 7.2, we contract annually for an independent audit of our corporate accounts, financial statements and internal controls.

Along with the financial statements, the auditor’s report includes a “single audit” report on internal control over financial reporting and compliance for our U.S. Department of Commerce funded revolving loan program and for our SBA funded Small Business Development Center, as required by federal uniform guidance.

As you may recall, this is our fourth audit by Farber Hass Hurley LLP, after several years of service by Poindexter and Company. We contracted with Farber Hass Hurley beginning with our 2017 audit, after that year soliciting bids for a new audit firm. The terms of that procurement allowed for up to five years of audits before needing to re-bid the service. We anticipate that after the 2021 audit next year we will re-procure the service for another engagement for up to five years.

Stenslie commended the excellent work of Kelly Noble, Shalene Hayman, Vicki Meraz and Marvin Boateng for their exercise of our financial control systems, and for their assistance in the audit process.

Stenslie introduced Michel Abedian, the Partner at Farber Hass Hurley who provided a brief overview of the 2020 audit report.

Abedian provided an overview of each section of the report, the financial statements and analysis of 2020 to 2019. There are no findings reported for 2020.

Abedian asked that the Executive Committee contact him if they were aware of or suspected any fraud or subsequent events requiring disclosure.

Vice Chair Edwards requested a motion that the Executive Committee approve the FY 2020 draft Auditor's Report and Financial Statements for December 31, 2020, as prepared by Farber Hass Hurley LLP, and forward to the full Board of Directors for final approval. Bob Engler motioned to approve the FY 2020 draft Auditor's Report and Financial Statements for December 31, 2020, as prepared by Farber Hass Hurley LLP, and forward to the full Board of Directors for final approval. Peter Zierhut seconded the motion. Kristin Decas was not present for this item. All remaining Executive Members listed in attendance in favor, motion carried.

Executive Committee Meeting Minutes, May 5, 2021 (moved here at Amendments to the Agenda)

Vice Chair Edwards requested a motion to approve the minutes from May 5, 2021, Executive Committee meeting. Dee Dee Cavanaugh moved to approve and file the minutes from May 5, 2021, Executive Committee meeting. Bob Engler seconded the motion. All Executive Members listed in attendance in favor, motion carried.

Item IV-B: Consideration of a Contract with Mission Met not to Exceed \$24,000 for EDC Strategic Planning Services. Recommendation to Approve.

Stenslie noted that over the prior couple of meetings, Executive Committee members have reached consensus that the time is ripe for conducting a strategic planning and engagement exercise. Key operational issues for consideration include the organization's rapid growth in the last several years, our response to multiple and continuing disasters, our addition of multiple grants and contracts and increasing operational complexity and our broadening regional reach and influence in program services and leadership. Recommended Scope of Work: As discussed at our May meeting, staff has been in discussions with Mission Met and its Founding Partner Eric Ryan, for developing a scope that will include visioning (for example, where do we want to be in five years?), a process for addressing board engagement and overall strategic planning for the organization. A copy of the recommended agreement scope of work was included with the packet. You may note that a couple of the standard process elements are shown with strike-through,

indicating that the activities (group discussions, Mission Met follow-up on execution) are not in the costing as presented. Without these elements to total cost is projected at \$17,150. Should we add these back in we would remain below the "not to exceed" amount of \$24,000. Staff will provide more detail on the scope of work at the time of our meeting. Mission Met: Formed in 1997, Mission Met is among the nation's leading strategic planning groups, with expertise in non-profits, public agencies and public/private partnerships. Its co-founder Eric Ryan provides strategic planning for the nation's Small Business Development Center network. Eric is currently providing strategic planning services for our EDC SBDC and our regional business equity program, EDC Invest (<https://edcollaborative.com/edc-invest/>). Mission Met's familiarity with EDC, and our familiarity with their leadership and strategic planning processes, provides us confidence for moving ahead with their support and engagement. For timing, we'll begin the shaping of this work in June and July, with more intensive activity in August and September and wrapping up around October. While that is a fairly long timeline, this will assure a deliberative and fully engaging and comprehensive process.

Vice Chair Edwards requested a motion that the Executive Committee approve a contract with Mission Met for strategic planning services, for an amount not to exceed \$24,000. Nan Drake motioned to approve a contract with Mission Met for strategic planning services, for an amount not to exceed \$24,000. Dee Dee Cavanaugh seconded the motion. All Executive Members listed in attendance in favor, motion carried

Item IV-C: Membership Report

Stenslie noted that we continue our interest to fill our two board vacancies. 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. There was a discussion about retaining current members, particularly IBEW and the construction trades.

Item IV-D: COVID-19 Status Report: Business Impacts, Resources and Response

Stenslie stated that we are in discussion with the City of Simi Valley regarding assisting with a project on rent control along with capitalizing a loan fund. Stenslie also discussed the State funding and regional strategies.

Item IV-E: President's Report

Stenslie stated nothing more to add.

New or
Unfinished
Business

None

Executive
Committee
Comments:

None

Adjournment

At 4:33 pm. Vice Chair Edwards announced that the meeting is adjourned July 7, 2021.

Minutes taken by Kelly Noble.