

MINUTES
EDC-VC EXECUTIVE COMMITTEE MEETING
September 1, 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
Bob Engler – City of Thousand Oaks
Kelly Long, *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:** Harold Edwards, Vice-Chair – Limoneira Company
- Legal Counsel:** Nancy Kierstyn Schreiner – Law Offices of Nancy Kierstyn Schreiner
- Staff:** Marvin Boateng, Director of Lending
Ray Bowman, SBDC Director
Monica Estrella, Grants and Contracts Manager
Kelly Noble, Office Manager
Tracie Schneider, Communications and Marketing Manager
Bruce Stenslie, President/CEO
- Call to Order:** 3:32 p.m. Chair Kelly Long thanked everyone for attending. Bruce Stenslie introduced Monica Gibs, AT&T Area Director for External Affairs, who is participating in the Ventura County Leadership Academy and “shadowing” EDC for her immersion project.
- Roll Call:** Kelly Noble
- Approval of Executive Committee Minutes** **Executive Committee Meeting, July 7, 2021**
Chair Long requested a motion to approve the minutes from July 7, 2021, Executive Committee meeting. Dee Dee Cavanaugh moved to approve and file the minutes from July 7, 2021, Executive Committee meeting. Bob Engler seconded the motion. All Executive Members listed in attendance in favor, motion carried.
- Amendment to the Agenda:** None
- Public Comment:** **None**

Administration Consideration of 2020 Federal and State Tax Exempt Organization Returns. Accept and Forward to the Full Board of Directors.

Stenslie noted that the Federal and State Tax Exempt Organization Returns are not complete. We will be bringing them to the full Board for accept and review.

Consideration to Modify and Extend for Two Years, through October 10, 2023, a Partnership Intermediary Agreement with Naval Facilities Engineering and Expeditionary Warfare Center. Recommendation to Approve.

Stenslie noted, the EDC signed approval of a PIA with the Naval Facilities Engineering and Expeditionary Warfare Center (NAVFAC EXWC) on October 10, 2018.

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 NAVFAC EXWC.

NAVFAC EXWC is one of the Navy's and Naval Base Ventura County's largest specialized commands, recently approved as the DOD's newest Science and Technology Reinvention Laboratory.

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. NAVFAC EXWC also maintains a focus on STEM skills, critical to assuring access to skilled personnel, aligning with our regional economic development priorities.

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. We are also currently in the process of adding NAVFAC EXWC as a signed party to the Fathomwerx MOU.

Over the last three years, NAVFAC EXWC has provided some \$75,000 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

Based on the progress and achievements over the past three years, leadership at NAVFAC EXWC has recently approached us with an offer to extend the agreement through October 10, 2023. A copy of the current agreement is 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 October 10, 2023. Nan Drake motioned to approve an extension of our Partnership Intermediary Agreement (PIA) with the Naval Surface Warfare Center – Port Hueneme Division (NVSCPHD), through October 10, 2023. Bob Engler seconded the motion. . All Executive Members listed in attendance in favor, motion carried.

Strategic Planning Discussion

Stenslie informed the Executive Committee, we are working with Eric Ryan of Mission Met for strategic planning services. Our notion is that after several years of organizational growth and regional (and global) economic disruption, now is a good time to step back, assess our condition, capacity and purpose, and initiate a strategic planning exercise to re-center the organization. For this, we have four outcomes intended:

- Vision: A clear multi-year vision to guide the organization, especially as it relates to the geographic area served and our programmatic direction.
- Strategic Plan: A practical and focused strategic plan to lead the EDC towards its vision.
- Alignment: An even stronger alignment between the staff and board.
- Execution: A documented process for ensuring that the strategic plan gets executed.

Our purpose in going forward is to assure our organizational sustainability as a public/private partnership, dedicated to enhancing regional economic competitiveness, and to optimize our efficiency and community value, while remaining committed to:

- quality customer service,
- a business-demand driven model of collaborative learning, and
- triple bottom-line, outcome oriented, transparent and data driven accountability.

So far Eric has met once with our Steering Committee (Kelly Long, Harold Edwards, Peter Zierhut, Bruce Stenslie, Marvin Boateng and Alondra Gaytán, and Kristin Decas joining going forward), initiated the background document review and begun interviews with Executive Committee and staff.

Eric will be in Ventura County on September 20-21 to conduct several stakeholder group meetings. Next steps also include an on-line survey for inputs, a retreat for board and staff, and production of a strategic plan report including detail on execution. The retreat and final plan adoption are scheduled for November.

Membership Report

Nothing new to report.

President's Report

Stenslie introduced Monica Estrella, the new Program/Grants Manager at the EDC. Monica said a few words about herself.

Stenslie mentioned that we have transferred and promoted Stephanie Gonzalez to our Communications Department to work with Tracie Snyder. Stephanie is now serving as our lead in bilingual communications. Being that we have taken from Ray Bowman one of his key front-end experts, we moved Andres Tovar and Zachary Scurrah to full time. Both were thrilled for the added hours and responsibilities.

Stenslie also mentioned that staff are continuing to discuss opportunities with the County Chief Executive Office for access to a share of the American Rescue Plan Act Local Funds, for the support of our small business development and lending services.

New or
Unfinished
Business

Ray Bowman mentioned that we just had an SBDC program audit. It went extremely well, especially considering the SBA's assumption that with the enormous increase in client activity through the pandemic that they would inevitably identify some missing items in case files and notes. That assumption proved false, as the monitoring uncovered zero findings. On a related point, we have been asked by the Pennsylvania SBDC network to provide a presentation and overview of our operations and best practices.

Executive
Committee
Comments:

Nan Drake congratulated Bruce for being honored at the PCBT Small Business Awards. Kristin announced the Port will be looking to us and community for support to continue their environmental work.

Adjournment

At 4:22 pm. Chair Long announced that the meeting is adjourned October 6, 2021.

Minutes taken by Kelly Noble.