



MINUTES
EDC-VC BOARD OF DIRECTORS MEETING
November 18, 2021

Location: 4001 Mission Oaks Blvd, Camarillo, CA 93012 and by teleconference.
<https://zoom.us/j/8349665509>

Attendance:

- Leticia Austin – Port of Hueneme/Oxnard Harbor District
- Nan Drake – E.J. Harrison Industries
- Henry Dubroff – Pacific Coast Business Times
- Harold Edwards, *Vice Chair* – Limoneira Company
- Bob Engler – City of Thousand Oaks
- Amy Fonzo – Aera Energy
- Monica Gibbs – AT&T
- Cynthia Herrera – Ventura County Community College District
- Bob Huber – County of Ventura
- Mike Johnson – City of Ventura
- Nina Kobayashi – Mechanics Bank
- Jey Lacey – Southern California Edison
- Kelly Long – County of Ventura , Chair
- Charlene Saxon, City of Moorpark
- Shawn Mulchay – City of Camarillo
- Rosie Ornelas – Economic Development Representative/City of Oxnard
- Andy Sobel – City of Santa Paula
- Celina Zacarias – California State University Channel Islands
- Peter Zierhut, *Secretary/Treasurer* – Haas Automation
- Paul Stamper, County of Ventura
- Haider Alawami, City of Thousand Oaks

Absent:

- Gerhard Apfelthaler – California Lutheran University
- Vance Brahosky – NSWC Port Hueneme Division (Liaison)
- Skyler Ditchfield– Geolinks
- Anthony Goff – Calleguas Municipal Water District
- Daniel Groff – City of Moorpark
- Randy Haney – City of Ojai
- Mary Jarvis – Kaiser Permanente
- Vianey Lopez – City of Oxnard
- Will Mitchell – Strata Solar Development
- Tracy Perez – VCEDA
- Misty Perez – City of Port Hueneme
- Jim Scanlon – Arthur J. Gallagher and Co
- Alex Schneider – The Trade Desk
- Trace Stevenson – AeroVironment, Inc.
- Sim Tang Paradis – City National Bank
- IBEW Local #952
- Stephanie Caldwell– Chambers of Commerce Alliance

Dee Dee Cavanaugh – City of Simi Valley
City of Fillmore
Chris Meissner – Meissner Filtration Products
Brian Tucker – Ventura County West (Liaison)

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

Staff: Ray Bowman, EDCSBDC Director
Monica Estrella, Grant and Contracts Manager
Shalene Hayman, Comptroller
Tracie Schneider, Marketing and Communications Manager
Bruce Stenslie, President/CEO
Alondra Gaytan, Director of Strategic Relations
Kelly Noble, Office Manager

Guests: Eric Ryan, Mission Met

Call to Order: Chair Kelly Long called the meeting to order at 3:34 p.m. Long thanked everyone for attending.

Amendment to the Agenda: None

Public Comment: None

Minutes: **Approval of Meeting Minutes, October 21, 2021**

Long asked for a motion to approve the minutes from October 21, 2021. Nan Drake motioned to approve the minutes from October 21, 2021. Sim Tang Paradis seconded the motion. All Board members listed in attendance in favor, motion carried. Jey Lacey, Harold Edwards, and Bob Engler not here for this motion.

Financial Report: **October 2021 Financials**

Shalene Hayman reviewed the October 2021 financials. Following brief discussion, Chair Long asked for a motion to approve the October 2021 Financials, Bob Huber motioned to approve the October 2021 Financials. Bob Engler seconded the motion. All Board members listed in attendance in favor, motion carried.

A. Consideration to Delegate Authority to the President/CEO to Sign an Agreement with the County of Ventura for Continuing Services in Support of the Ventura County Business Assistance Grant Program, Not to Exceed \$125,000 for the Term August 20, 2021 – December 31, 2021. Recommendation to Approve.

Bruce Stenslie shared that it is recommended that the Board of Directors delegate authority to the President/CEO, subject to legal counsel review, to sign agreement with the County of Ventura, for Reimbursement of EDC Expenses in Support of the Ventura County COVID-19 Business Assistance Grant Program, for an amount not to exceed \$125,000, for the term August 20, 2021 through December 31, 2021.

Vice Chair Harold Edwards called a motion to approve delegate authority to the President/CEO, subject to legal counsel review, to sign agreement with the County of Ventura, for Reimbursement of EDC Expenses in Support of the Ventura County

COVID-19 Business Assistance Grant Program, for an amount not to exceed \$125,000, for the term August 20, 2021 through December 31, 2021. Henry Dubroff moved to approve the motion and Andy Sobel seconded the motion. All members in attendance in favor motion carried. Bob Huber and Kelly Long recused themselves from this motion.

B. Federal Fiscal Year-End Small Business Development Center Year-End Report on Outcomes and Activities

Bruce Stenslie shared the background of the SBDC year end outcomes. A presentation by Ray Bowman EDC SBDC Director was presented to the Board. After the presentation there was a brief discussion and members of the Board congratulated the EDC's SBDC for their accomplishments.

C. Consideration of Draft EDC Strategic Plan. Recommendation to Approve.

Bruce Stenslie introduced Eric Ryan from Mission Met who facilitated the EDC's Strategic Plan. Bruce Stenslie also provided background of the purpose and the 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.

Chair Kelly Long called a motion to approve the Draft EDC Strategic Plan Henry Dubroff moved to approve the motion and Celina Zacarias seconded the motion.

D. President's Report

Bruce Stenslie shared local, regional and other community meetings/partnerships.

New or Unfinished Business: None

Board Member Comments: None

Closed Session: Chair Kelly Long called for a closed session at 4:46 pm. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6. EDC-VC Representatives: Kelly Long & Nancy Kierstyn Schriener Underrepresented Employee: President

Report out of closed Board came out of closed session at 4:53pm. No Report

session:

**Consideration of
President's Seventh
Amended
Employment
Agreement, Employee
Compensation:**

Board Approved an extension of contract to a new ending date of November 25, 2026 including adjustments to salary, bonus, and benefits.

Adjournment:

Meeting adjourned at 4:56 p.m. EDC's next meeting is the Annual Meeting, January 20, 2022 by teleconference.