



MINUTES  
**EDC-VC EXECUTIVE COMMITTEE MEETING**

December 1, 2021

- Location:** For on-line participation: <https://Zoom.us/j/8349665509>  
For call in option only, phone: 408-638-0968; Code 834-866-5509#
- Attendance:** Harold Edwards, *Vice-Chair* – Limoneira Company  
Kelly Long, *Chair* – County of Ventura  
Dee Dee Cavanaugh – City of Simi Valley  
Bob Engler – City of Thousand Oaks  
Andy Sobel – City of Santa Paula  
Rosie Ornelas – Economic Roundtable Representative, City of Oxnard  
Kristin Decas – Port of Hueneme/Oxnard Harbor District
- Absent:** Nan Drake – E.J. Harrison Industries  
Peter Zierhut, *Secretary/Treasurer* – Haas Automation
- Legal Counsel:** Nancy Kierstyn Schreiner – Law Offices of Nancy Kierstyn Schreiner
- Staff:** Bruce Stenslie- EDC President/ CEO  
Ray Bowman – EDC SBDC Director  
Monica Estrella – EDC Contracts and Grants Manager  
Tracie Schneider- EDC Communications Manager  
Kelly Noble- EDC Office Manger  
Marvin Boateng- EDC Director of Lending  
Alondra Gaytan- EDC Director of Strategic Relations
- Call to Order:** 3:32 p.m. Chair Kelly Long thanked everyone for attending.
- Roll Call:** Kelly Noble
- Approval of Executive Committee Minutes** **Executive Committee Meeting, November 3, 2021**  
Chair Long requested a motion to approve the minutes from November 3, 2021, Executive Committee meeting. Andy Sobel moved to approve and file the minutes from November 3, 2021, Executive Committee meeting. Bob Engler seconded the motion. All Executive Members listed in attendance in favor, motion carried. Kristen Decas not present for this action item.
- Amendment to the Agenda:** None
- Public Comment:** None

**Administration**    **Consideration to Delegate Authority to the President/CEO to Sign Approval of a \$100,000 Employment Training Panel Agreement. Recommendation to Approve.**

Bruce Stenslie mentioned that the Executive Committee delegate authority to the President/CEO to sign approval for a \$99,916 contract agreement with the California Employment Training Panel, for a two-year period, estimated December 17, 2021 through December 16, 2023. , EDC will serve as a “multiple employer contractor,” meaning that we may facilitate any number of businesses to access the training fund. The training curriculum is customized to each employer that participates in the program, though concentrates on continuous improvement or operational efficiency, targeted particularly, though not exclusively, to manufacturing firms. Our roles are to promote the availability of the state funding, help firms identify training needs, identify trainers and pay the training expense. We deliver this service largely as an extension of our Small Business Development Center services.

Harold Edward, Vice Chair requested a motion to approve the authority to the President/CEO to sign approval for a \$99,916 contract agreement with the California Employment Training Panel, for a two-year period, estimated December 17, 2021 through December 16, 2023. Dee Dee Cavanaugh seconded the motion. All Executive Members listed in attendance in favor, motion carried. Kristen Decas not present for this action item.

**Strategic Planning Discussion**

Bruce Stenslie mentioned at the board meeting in November, we adopted our EDC Strategic plan and is now affirmatively acknowledges our service activities extending beyond the boundaries of Ventura County. That noted, our EDC-VC Articles of Incorporation specifically reference our purpose as economic development in Ventura County. Our bylaws, as amended through February 2015 also repeat our purpose statement directly from the Articles of Incorporation, including the Ventura County reference. In consideration of all that, it has become clear that we need to amend our articles and bylaws to align with our actual growth and evolution as an organization.

In addition, for moving forward, Focus Area III of our Strategic Plan, Board Development, includes a Goal to consider a revision to Section 2.2 of our bylaws (on Membership number and term) “to reflect the growth of EDC’s geographic service footprint. We have not defined yet what such a revision would precisely entail; that’s the task for leadership over the next several months.

**Membership Report**

Bruce Stenslie commented that given the continuing impact to business, owing to the pandemic, we remain cautiously concerned about membership dues and retention. With our budget adoption for 2021 we approved a one-year reduction in membership dues for our education sector members, for a goal of retaining their memberships at the full level after this year. We currently have three members that are not regularly participating and could be considered at risk: Strata Solar, Trade Desk and IBEW Local 952. Assuming any vacancies going forward, 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 are several under-represented

sectors and sub-sectors, plus several for which we are always interested for more, e.g., Ag/Food Systems, Manufacturing/ Production/R&D.

**Discussion on the Development of Officer Nominations and Executive Committee Membership for 2022**

Bruce Stenslie mentioned that 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 2022 Vice-Chair and Secretary/Treasurer. No formal action was necessary today.

Staff will provide a summary at the time of our meeting of recent past participation on the Executive Committee and options or priorities for membership.

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."

**Annual Meeting Planning, for January 20, 2022**

Bruce noted that the annual meeting is scheduled for January 20, 2022. Given the uncertainties still of COVID-19 and variants, staff is recommending that we stay with the on-line meeting format and fore go the sponsorships one more year. Annual Meeting leadership elections and the new Chair's appointment of the Executive Committee will take place on January 20 as prescribed by our bylaws. For a preliminary outline, we anticipate that the full Board will meet from 3:30 to 4:00 (in Zoom), for a short business agenda, then invite in our attendees for an agenda to run from 4:00 until about 5:10.

**President's Report**

Bruce Stenslie mentioned that there are an increasing number of resources for early childhood education that will contribute resources to our region.

New or Unfinished Business	None
Executive Committee Comments:	Bob Engler, City of Thousand Oaks shared on relating to community and business development the approval of a six-story apartment complex within the City.
Closed Session	None
Report Out of Closes Session	None
Adjournment	At 4:20 pm. Chair Long announced that the meeting is adjourned to February 2, 2022.

Minutes taken by Kelly Noble.