



ECONOMIC  
DEVELOPMENT  
COLLABORATIVE

## MINUTES

### EDC-VC EXECUTIVE COMMITTEE MEETING

December 7, 2022

**Location:** <https://us06web.zoom.us/j/87303913667pwd=U0pQYUItZnNLa3lZRmhQY0R6WnlhQT09>

**Attendance:** Harold Edwards, *Chair*—Limoneira Company  
Dee Dee Cavanaugh, *Vice Chair* – City of Simi Valley  
Carole Drulias—Mechanics Bank  
Bob Engler – City of Thousand Oaks  
Andy Sobel – City of Santa Paula  
Kristen Decas—Port of Hueneme/Oxnard Harbor  
Kelly Long—County of Ventura

**Absent:** Rosie Ornelas – Economic Roundtable Representative, City of Oxnard  
Peter Zierhut, *Secretary/Treasurer*—Haas Automation

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

**Staff:** Bruce Stenslie - EDC President/ CEO  
Alondra Gaytan - EDC Director of Strategic Relations  
Jaime Fall - Workforce and Economic Strategies Director  
Monica Estrella - Grants and Contracts Manager  
Tracie Schneider- Communications and Marketing Manager

**Guests:** Clint Garman—County of Ventura

**Call to Order:** 3:33 p.m. Board Chair Harold Edwards thanked everyone for attending.

**Amendment to the Agenda** Chair Edwards agreed to move the New and Unfinished Business and Executive Committee Comments items up before the Closed Session item.

**Public Comment:** N/A

**Consideration to Hold Virtual Board Meeting** **Consideration to Extend Approval to Hold Virtual Board Meetings Pursuant to AB 361 and Adopt Findings. Recommendation to Approve.**

Chair Harold Edwards requested a motion to approve the extension of authority to hold virtual board meetings. Dee Dee Cavanaugh moved to approve holding virtual board meetings pursuant to AB 361 and to adopt findings. Bob Engler seconded the motion. Executive members listed in attendance in favor, motion approved.

**Approval of Executive Committee Minutes** **Executive Committee Meeting, November 2, 2022**

Chair Harold Edwards requested a motion to approve the minutes of November 2, 2022, Executive Committee meeting. Dee Dee Cavanaugh moved to approve and file the minutes of November 2, 2022, Executive Committee meeting. Andy Sobel seconded the motion. All Executive Members listed in attendance in favor, motion approved.

**Administration**

**A. Planning for EDC Annual Meeting, January 19, 2023**

Bruce Stenslie provided an overview of the background of the EDC's annual meeting. The next annual meeting is scheduled on January 19, 2023. It will take place at the Ventura Crown Plaza. Sponsorship levels and solicitations and meeting Agenda and format strategy was discussed. Board members had a discussion and shared their comments. This item was for information purposes.

**B. Considerations for Officer Nominations and Executive Committee Membership for 2023**

Bruce Stenslie provided an overview to the Executive Committee. The committee has traditionally 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 2023 Vice-Chair and Secretary/Treasurer. No formal action is necessary today, though such action needs to be done no later than our meeting of January 4. 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.” This item was for information purposes.

**C. Update on Broadband Initiatives, Publications, Potential Partnership through Memorandum of Understanding with the Ventura Council of Governments.**

Bruce Stenslie provided an update on some of the initiatives, publications and a potential partnership the EDC is developing with the Ventura Council of Governments (VCOG). Additional detail and a recommendation for action will be brought forth at the January meeting. This item was for information purposes.

**D. Consideration to Delegate Authority to the President/CEO to Sign Agreement with the City of Atascadero, EDC to Provide Underwriting and Technical Assistance Services for the City’s Launch of a Business Loan.**

Bruce Stenslie provided background on the EDC’s experience in the management of public and private funds for business assistance loan programs, and particularly for disaster recovery, having long and successfully contracted for the provision of lending services and capital funded by the U.S. Department of Commerce/Economic Development Administration, the Cities of Ventura, Oxnard and Camarillo, and private banks. Since the onset of the pandemic, EDC has secured and then loaned to COVID-impacted businesses some \$2.45 million in federal CARES Act funds and more than \$500,000 in other public and private funds.

City of Atascadero is considering the launch of a loan program in support of its downtown businesses, and has asked for technical assistance and underwriting support from EDC. We have worked with the staff now at the City, previously as part of SLO Economic Vitality Corporation, so they are familiar with our capacity. This would be for relatively short term support and capacity building for the city and region (with which we are increasingly connected through the CA Community Economic Resilience Fund, and Uplift Central Coast initiative, for which we are the designated fiscal agent and co-convenor. We have the capacity to provide the support and the city is willing to support our engagement with a contract for services.

Chair Harold Edwards called a motion to delegate authority to the President/CEO to approve an agreement with the City of Atascadero, subject to legal review and full board approval, EDC providing loan underwriting and technical assistance services in support of the City’s launch of a business loan program, for an amount not to exceed \$50,000 and for a two-year term commencing January 1, 2023. Bob Engler moved to approve the motion and Kelly long seconded the motion. All members in attendance in favor and the motion passed.

**E. Update on Digital Upskilling Project Implementation, Staffing, Contracts and Partnerships.**

Bruce Stenslie provided an update on the nearing launch of the pilot projects for our Digital Upskilling initiative, which is funded by \$5 million in state general funds secured for the region by Assemblymember Jacqui Irwin. Our board's approval of the receipt of the funding and for project deployment also delegated authority to staff for executing contracts with project partners. A summary of contract and partnership engagement was provided, so that the Board may see who the partners are and what are our commitments so far. This item was for information purposes.

#### **F. President Reports**

Bruce Stenslie provided an overview of the various local, regional, and other community meetings and partnerships. A few imperative updates for board members included upcoming events, and grant opportunities. Bruce shared information about a potential partnership with Coastal Business Finance, based in Santa Maria, an SBA Certified Development Corporation. With interest in the partnership and leveraging of resources, the Board asked for more information going forward.

#### **New and Unfinished Business**

N/A

#### **Executive committee comments**

Kristin Decas shared information on the City of Oxnard's approval of the Port's Project 34. This has been 5 years in the making; its approval is critical to the efficient and environmentally sensitive operations of the Port.

#### **Closed Session- Employee Performance Evaluation Government Code Section 54957(b)(1)**

Closed session, went into closed session at 4:20, came out of closed session at 4:26

#### **Report Out of Closed Session**

Item VII, report out of closed session: Nancy announced that the Committee has approved a performance bonus from the President, at \$10,000. Discussion and action on the President's contract will be continued at the January 4 Executive Committee meeting and any action reported out then and referred to the full board for its consideration on January 19.

#### **Adjournment**

At 4:35pm. Board Chair Harold Edwards thanked everyone for attending and announced that the meeting is adjourned to January 4, 2022.

Minutes taken by Alondra Gaytan.