



ECONOMIC  
DEVELOPMENT  
COLLABORATIVE

## MINUTES

### EDC-VC EXECUTIVE COMMITTEE MEETING

February 1, 2023

- Location:** <https://us06web.zoom.us/j/87303913667pwd=U0pQYUItZnNLa3lZRmhQY0R6WnlhQT09>
- Attendance:** Dee Dee Cavanaugh, *Board Chair* – City of Simi Valley  
Kristen Decas, *Vice Chair* —Port of Hueneme/Oxnard Harbor  
Harold Edwards - Limoneira Company  
Bob Engler – City of Thousand Oaks  
Rosie Ornelas – Economic Roundtable Representative, City of Oxnard  
Janice Parvin—County of Ventura  
Misty Perez— City of Port Hueneme
- Absent:** Carole Drulias—Mechanics Bank  
Peter Zierhut—*Secretary*, Haas Automation
- Guests** Clint Garman—County of Ventura
- 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  
Tracie Schneider —Communications and Marketing Manager  
Bill Bartels—Ventura County Film Commission
- Call to Order:** 3:35p.m. Board Chair Dee Dee Cavanaugh thanked everyone for attending.

**Amendment to the Agenda:** Board Chair Dee Dee Cavanaugh asked Supervisor Janice Parvin and Misty Perez to introduce themselves as new members of the executive committee. Both members introduced themselves and executive committee members welcomed the new members.

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

**Approval of Executive Committee Minutes** **Executive Committee Meeting, January 4, 2023**

Chair Dee Dee Cavanaugh requested a motion to approve the minutes of January 4, 2023, Executive Committee meeting. Kristen Decas moved to approve and file the minutes of January 4, 2023, Executive Committee meeting. Bob Engler seconded the motion. All Executive Members listed in attendance in favor, motion approved.

**Administration**

**A. Annual Meeting Recap, Debrief**

Bruce Stenslie shared a recap of the EDC’s Annual meeting, securing \$67,000 in sponsorships, approximately \$4,000 above the EDC’s high watermark achieved in 2019. While still preliminary on some of the event expenses were \$21,294.95 with an estimate of \$8,836.95 for final facility, publishing design, and printing resulting in a total of \$30,131.90 estimated expenses. The estimated Net Revenue, could be as high as \$45,228.10. Tracie Schneider also provided a recap on some of the facility and program flow. Executive committee members provided their feedback on the Annual Meeting and shared their comments. Staff thanked all of the sponsors and participants.

**B. Update of Film Commission/ Film Liaison Activities**

Bruce Stenslie provided the background of the Ventura County Film Commission. In 2013 our Board approved a two-year pilot to launch a more active role as the Ventura County Film Commission. The approved action established both the framework for funding—through voluntary assessments or contributions from the County, the cities and other stakeholders—and the contract function. In 2015 the Board re-affirmed its support for the Film Commission activity. Following that action in 2016 the County Board of Supervisors approved a contract for a financial commitment of \$15,000 annually. With that support and contributions from each of the cities we budget some \$55,000 in annual revenue. For more on the Film Liaison function and funding. Film Commission and Liaison activities are to facilitate communication between industry and location representatives, specifically to help avoid conflicts and to improve the over-all filming

experience for all parties. The EDC's intended purpose and outcome is an increase of well-managed film activity, resulting in an increase in film shoots, film industry spending, local job retention and creation. Presentation to County Board of Supervisors on January 24: In exchange for the County's \$15,000 annual contribution, the County requires an annual update, looking for an increase in overall film activity and a report on the distribution of permits issued for filming throughout the region. That report to the County Board just occurred on January 24. Upon sharing the background Bruce Stenslie provided an update on last year's Film Commission activities and a preview of the presentation to the County Board of Supervisors. This item was opened for discussion and executive committee members shared their comments. This item was for informational purposes.

**C. Recommendation to Adopt Executive Committee Meeting Schedule for 2023**

Bruce Stenslie provided the proposed executive committee meeting calendar. Unless otherwise notified, committee meetings are held over Zoom. Once meetings are required to meet again in person, meetings will be at 4001 Mission Oaks Blvd, Camarillo, 93012, unless otherwise noticed.

The below is the recommended schedule for the executive committee meetings for 2023. The recommendation by staff today was to make a motion. Executive board members shared their comments and the Board Chair called a motion.

Dee Dee Cavanaugh called a motion to approve and Adopt Executive Committee Meeting Schedule for 2023. Bob Engler moved to approve the motion and Misty Perez seconded the motion. All member listed in attendance in favor and motion passed.

<u>Month, 2023</u>	<u>Exec Committee</u>	<u>Full Board</u>	<u>Location</u>
January	1/4, 3:30	1/19 (Annual Meeting, 3:00 PM)	Zoom or tbd
February	2/1, 3:30	2/16, 3:30 PM	Zoom or tbd
March	3/1, 3:30	3/16, 3:30 PM	Zoom or tbd
April	4/5, 3:30	4/20, 3:30 PM	Zoom or tbd
May	5/3, 3:30	5/18, 3:30 PM	Zoom or tbd
June	6/7, 3:30	6/15, 3:30 PM	Zoom or tbd
July	7/5, 3:30	7/20, 3:30 PM	Zoom or tbd
		<b>No August meetings</b>	
September	9/6, 3:30	9/21, 3:30 PM	Zoom or tbd
October	10/4, 3:30	10/19, 3:30 PM	Zoom or tbd
November	11/1, 3:30	11/16, 3:30 PM	Zoom or tbd
December	12/6, 3:30	<b>No Board Meeting</b>	Zoom or tbd
<b>January 2024</b>	1/3, 3:30	1/18/24 (Annual Meeting)	To be determ

#### **D. Update on Disaster Declaration, Recovery Resources**

Bruce Stenslie reported the EDC's efforts to support the Small Business Administration in promoting material and reaching businesses who were impacted by the rainstorms and floods. The central coast region took a serious hit by heavy rain and flooding in early January. Owing to the damages from that storm and prior storms impacting regions throughout the state, the federal government has made a disaster declaration for seven counties: Merced, Monterey, Sacramento, San Joaquin, San Luis Obispo, Santa Barbara and Santa Cruz. These counties are now all eligible for a full package of financial assistance services and resources from the US Small Business Administration. An additional 20 counties—including Ventura County—that are contiguous to the seven counties noted above are also eligible for what is referred to as "economic injury" assistance only (e.g., Economic Injury Disaster Loans, or EIDL).

The EDC's Small Business Development Center team is fully mobilized in Santa Barbara County, coordinating with SBA's on-site staff and other federal, state and local agencies. Our partnerships there with the Solvang and Santa Maria Valley area Chambers of Commerce are proving extremely valuable. Staff is in the process of updating the disaster resource page on our website, <https://edcollaborative.com/>, accessed by clicking on the red tab on the right-hand side. For the last several years this section of our website has been dedicated almost solely to COVID recovery, the communications team is busy updating for links to the current or more immediate disaster. Through this and other outreach the EDC is concentrating on resource deployment throughout the region. This item was opened for discussion and executive committee members shared their comments. This item was for informational purposes.

#### **E. Preliminary Considerations for the 2023 Budget**

Bruce Stenslie shared that the EDC's bylaws call for the board's annual adoption of a budget, which, given our January to December fiscal year, would better have been approved prior to the end of 2022, though staff has delayed its presentation to early in the year the last ten years, better to capture year-end information and a cleaner read on revenue and expense projections. In the absence of a regular December meeting, and the busy Annual Meeting agenda in January, the recommendation has fallen to the February full board meeting. Projections for 2023, Staff is still working on the revenue projections and provided a summary of key considerations. Revenue projections for this year remain challenging. There are several large new programs that are just moving into delivery this year, though because they are part of multiple year agreements and commitments the challenge is to project how much may be spent this year and how much rolls into next. EDC anticipate seeing a year-over-year increase in revenue by more than \$1 million over our projected year-end for 2022 of \$3.6 million. That projected \$3.6 million is marginally up from our adopted 2022 budget of \$3.3 million, which was up nearly \$1 million from 2021. EDC's prior five-year growth trajectory continues in to 2023. The expense side of the budget is driven almost entirely by program fund deliverables. Operating expense essentially tracks with revenue, with year-end net income anticipated at something in the range of \$50,000. Staff will provide a more

comprehensive overview for discussion at the time of our meeting. This item was opened for discussion and executive committee members shared their comments. This item was for informational purposes.

**F. Membership Report**

Bruce Stenslie provided an overview of the status of the EDC’s board membership. Bruce also provided the background of the membership requirements as per the EDC’s bylaws specifying the representation of the Public Sector, Private Sector, and Board Liaison. Areas of concern now revolve around dues and retention. With the budget adoption for 2021 and 2022 we approved temporary reductions in membership dues for the Education sector members, for a goal of retaining their memberships during a period of declining or depressed enrollments. While there was no recommended action today, the EDC continues to recruit, with interest and priorities to fill vacant seats and add representation in several sectors listed in attachment V-F. Vacant board seats are filled at the pleasure of the board, requiring a majority vote of a quorum at any regular or special meeting. Per Section 2.8 of our Bylaws, the Executive Committee serves as a Nominating Committee. This item was opened for discussion and executive committee members shared their comments. This item was for informational purposes.

**G. Presidents Report**

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. With interest in the partnership and leveraging of resources.

**New and Unfinished Business:** No new and unfinished business.

**Executive committee comments:** Kristin Decas shared information about the Port’s strategic plan development.

**Adjournment:** At 4:47 pm. Board Chair Dee Dee Cavanaugh thanked everyone for attending and announced that the meeting is adjourned to March 1,2023.