

MINUTES
EDC-VC BOARD OF DIRECTORS MEETING
June 15, 2023

- Location:** Meissner Filtration, 1001 Flynn Road, Camarillo, CA 93012
- Attendance:** Brenda Acomb Forbes, VCCCD
Leticia Austin—Port of Hueneme
Pedro Chavez – City of Santa Paula
Mechanics Bank—Michael Blanda
Dee Dee Cavanaugh—Pacific Western Bank, *Board Chair*
Bob Engler—City of Thousand Oaks
Amy Fonzo – Aera Energy
Jeremy Goldberg—Central Coast Labor Council
Daniel Groff – City of Moorpark
Rachel Lang- City of Ojai
Jey Lacey—SoCal Edison
Martin Erickson—Ventura County Transportation Commission
Chris Meissner—Meissner Corporation
Rosie Ornelas—City of Oxnard
Tracy Perez—VCEDA
Janice Parvin—County of Ventura, *Board of Supervisor*
Israel Rodríguez—County of Ventura
Sim Tang Paradis—City National Bank
- Absent:** Albert Mendez – City of Fillmore
Jeff Gorrell—County of Ventura, Board of Supervisors
Henry Dubroff
Misty Perez—City of Port Hueneme
Sara McLelland—Montecito Bank and Trust
Dr. Martita Martinez Bravo – City of Camarillo

Gerhard Alpfelthaler- California Lutheran University

Joe Schroeder - City of Ventura

Skyler Ditchfield– Geolinks

Nan Drake – E.J. Harrison Industries

Harold Edwards -- Limoneira Company

Dan Revetto – AT&T

Alex Schneider – The Trade Desk

Trace Stevenson – AeroVironment, Inc.

Celina Zacarias- California State University Channel Islands

Stephanie Caldwell – Tri- County Chamber Alliance

Brian Tucker – Ventura County West (Liaison)

Alan Jaeger – NSWC

Peter Zierhut –Haas Automation Inc., *Secretary/Treasurer*

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

Staff: Ray Bowman, EDC SBDC Director
Monica Estrella, Grants and Contracts Manager
Alondra Gaytan, Director of Strategic Relations
Stephanie Gonzalez, Bilingual Marketing Assistant
Bruce Stenslie, President/CEO

Guests: Brendon Kaiser, EDC Contractor
Pat Nye, LA Regional SBDC director
Julie Clouse, SBA
Gloria Martinez, County of Ventura
Kathy Odell, WEV
Richard Swanson, U.S. Department of Commerce
Mike Silacci, VCCF
Bernadette Rojas, U.S. Department of Commerce

Call to Order: Board Chair Dee Dee Cavanaugh welcomed everyone and called the meeting to order at 3:45 pm

Amendment to the Agenda: Bruce Stenslie asked to add our SBDC E-Export award during the Public Comment.

Public Comment: Richard Swanson recognized the EDC as a recipient of the E Award for Export Service from the U.S. Department of Commerce. Richard Swanson and Bernadette Rojas from Commerce’s International Trade Administration shared their regards and appreciation for Ray Bowman’s leadership. Board members shared their comments and congratulated the EDC on their award.

Bruce Stenslie also introduced Pat Nye, Regional SBDC Director, who recognized Ray Bowman and the EDC Small Business Development Center as the region’s leader this year for innovation and service.

Approval of Meeting Minutes: **Approval of Meeting Minutes May 18, 2023**
Board Chair Dee Dee Cavanaugh opened discussion and invited comments from members of the board regarding the May 18, 2023, board meeting minutes. Dee Dee Cavanaugh called a motion to approve the May 18, 2023. Janice Parvin moved the motion and Rachel Lang seconded the motion. All Board members listed in attendance in favor, motion carried.

Administration: **A. Consideration of a Contract Renewal with First 5 Ventura County, \$20,000 for the Administration of the Community Investment Loan Fund, \$300,000 in Loan Capital, for the Period of 7/1/23—6/30/24. Recommendation to Approve.**
Bruce Stenslie provided the motivation, Scope of work, program budget and the history of the EDC’s administration of First 5 Ventura County’s loan fund. For today staff is recommending that the Board of Directors delegate authority to the President/CEO to sign a contract, subject to legal review, with the Ventura County Children and Families First Commission (First 5 Ventura County), for the period July 1, 2023 – June 30, 2024, for \$320,000, of which \$20,000 I for EDC’s administration of \$300,000 in loan capital available for lending for the establishment of new or expansion of existing child care centers. This program falls into alignment with the EDC’s capacity and experience for the provision of small business technical support and assistance with access to affordable, below market rate capital. The board’s approval of the agreement assures continuing service this program year. Dee Dee Cavanaugh opened the room for discussion regarding this topic. Board members shared their comments.

Dee Dee Cavanaugh called a motion to approve to Delegate Authority to the President/CEO for Approval of a Contract with First 5 Ventura County, \$20,000 to EDC for the Administration of the Community Investment Loan Fund, \$300,000 in Loan Capital, for the Period July 1, 2023, through June 30, 2024. Pedro Chavez moved to approve the motion and Bob Engler seconded the motion. All members listed in attendance in favor. Motion carried.

B. Recommendation to Delegate Authority to the President/CEO for Approval of the Contract with the County of Ventura Workforce Development Board, \$120,000 for Business Assistance and Layoff Aversion Service, for the period 7/1/23—6/30/24.
Bruce Stenslie provided an overview of the Business Assistance and Layoff Aversion Services for the local workforce development system since 2002. The core funding for this activity comes through the Workforce Development Board’s annual allocation of federal Workforce Innovation and Opportunity Act (WIOA) funds, specifically the category of funding called “Rapid Response.” Rapid Response funds are used primarily by the local workforce and Jobs Center systems to assist in the re-employment of workers who have been laid off. A parallel priority and goal—with the service provided by EDC in Ventura County—is referred to as “layoff aversion,” that is, to work with businesses at-risk of decline, to help stabilize them and to keep their workers employed. As this program is supported with federal funds, the Workforce Development Board and County

develop a solicitation for new contractors for this project every three or four years. As the “winner” of the most recent procurement, in 2020, and based on our continuing contract performance, the Workforce Board approved the award of \$120,000 at its meeting earlier in May. The budget is \$120,000, though may be subject to change based on final allocations of federal funds to the state and county. If the dollar amount changes, there will be a corresponding adjustment to the outcome goals. It should be noted that this funding was anticipated in our budget adoption for fiscal/calendar year 2023, based on contract performance and on-going discussions about service concentrations. Going forward, we project that approximately 50% of the contract will be drawn down and expensed under this agreement prior to the end of December, with the balance carried forward to our 2024 fiscal year. Dee Dee Cavanaugh opened the room for a discussion. Board members shared their comments.

Dee Dee Cavanaugh called a motion to delegate authority to the President/CEO for approval of the contract with the County of Ventura Workforce Development Board, for \$120,000, for Business Assistance and Layoff Aversion Service, for the period 7/1/23-6/30/24. Supervisor Janice Parvin, Tracy Perez, Israel Rodriguez, Brenda Acomb Forbes, and Jeremy Goldberg recused themselves from this motion. Amy Fonzo moved to approve the motion and Michael Blanda seconded the motion. All members, excepting those recused, in attendance in favor. Motion carried.

C. Recommendation to Delegate Authority to the President/ CEO and Chair for Approval of Anticipated Contracts with the City of Ventura, \$230, 000 for Administration and Loan Capital for a Community Development Block Grant Microlending Program, and \$25,000 for Servicing a Code Compliance and Commercial Rehabilitation Loan Program, for the Period 7/1/23 – 6/30/24.

Bruce Stenslie provided an overview of the EDC’s background with the City of Ventura’s Loan Fund, including the purpose, goals, strategy, terms, and performance outcomes. The goal of the lending programs is to create at least one job for each \$25,000 loaned. The cumulative performance is one job created per every \$13,000 loaned, far exceeding our baseline goals. Along with the job creation, the lending has also contributed to the retention of more than 100 additional jobs. The loan program has also performed well in managing risk, with less than 5% of the loan fund charged off by the loan board. Considering all loans both charged-off and at-risk of non-payment, the rate increases to 5.75%. The contracts specify that underwriting standards must be tightened if more than 25% of the loans are in collection or liquidation, with such a high ceiling reflecting the loan pool’s purpose to facilitate access to capital for the purpose of job creation and for businesses unable to secure commercial credit. Staff presents a comprehensive summary of our total lending activity annually. The next update is anticipated for our September or October meeting. Members may request a copy of the loan portfolio at any time. Dee Dee Cavanaugh opened the room for a discussion regarding this topic. Board members shared their comments.

Dee Dee Cavanaugh called a motion to Delegate Authority to the President/CEO and Chair for Approval of Anticipated Contracts with the City of Ventura, \$230,000 Community Development Block Grant Microlending Program, and \$25,000 for Servicing a Code Compliance and Commercial Rehabilitation Loan Program, for the Period July 1, 2023 – June 30, 2024. Pedro Chavez moved to approve the motion and Supervisor Janice Parvin seconded the motion. All members listed in attendance in favor. Motion carried.

D. Consideration to Delegate Authority to the President/CEO for Approval of a Contract with the Ventura Council of Governments (VCOG), for Implementation of the Broadband Collaboration Plan as Outlined in the VCOG/EDC MOA, January 2023

Bruce Stenslie provided an overview of the background of the relationships. He noted that Broadband connectivity is increasingly recognized by both public and private sector leadership as essential infrastructure. The pandemic greatly accentuated this essential need, as our entire population shifted in one manner or another to distance learning, telehealth, e-commerce, public engagement in governance and remote work arrangements. Though high-speed telecommunication is highly valued, levels of service availability, quality, reliability and cost vary widely. Not only is broadband deployment often insufficient, so too is broadband “adoption,” that is, the capacity or process by which end users access and effectively use broadband connections. In recognition of this urgency for connectivity and for closing the gaps in service and access, both the federal and state governments are investing heavily in grant funding for local public and private entities to improve their capacity for planning and for the development of solutions. One such resource is through the CA Public Utilities Commission, Local Area Technical Assistance (or LATA) Grants, a multi-million pool of funds established by SB 156 and the CA Broadband for All initiative to support local agencies in their efforts to expand broadband service to unserved and underserved Californians. Already locally, the County of Ventura and several cities (Santa Paula, Ventura) have applied for and received LATA grants to advance local planning efforts. By previous action, in January 2023, our Board and VCOG approved a Memorandum of Agreement to secure LATA grant funding to assure that we are closing gaps in regional planning and, more specifically, establishing by a dedicated Joint Powers Authority (JPA) the means and structure for securing and administering state and federal last mile funding. The Ventura Council of Governments, or VCOG, is a voluntary joint powers authority representing all 10 cities of Ventura County as well as the County. VCOG’s goal is to facilitate cooperative subregional and regional planning, coordination, and technical assistance on issues of mutual concern. Following extensive dialogue among VCOG representatives, EDC staff and partners in our Pacific Coast Broadband Consortium, on November 10, 2022, VCOG approved the submittal of a LATA grant proposal, for \$490,860. The proposal is backed by letters of support from all ten cities and the County. Dee Dee Cavanaugh opened the room for a discussion. Board members shared their comments.

Dee Dee Cavanaugh called a motion to approve of a Contract with the Ventura Council of Governments (VCOG), for Implementation of the Broadband Collaboration Plan as Outlined in the VCOG/EDC Memorandum of Agreement Approved in January 2023. Supervisor Janice Parvin and Bob Engler recused themselves from this item. Rachel Lang moved to approve the motion and Chris Meissner seconded the motion. All members in attendance in favor. Motion carried.

E. 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.

**Board
Member
Comments:**

Adjournment:

Board Chair Dee Dee Cavanaugh called the meeting adjourned at 4:42pm, to July 20, 2023.