



ECONOMIC
DEVELOPMENT
COLLABORATIVE

MINUTES

EDC-VC EXECUTIVE COMMITTEE MEETING

June 7, 2023

- Location:** 4001 Mission Oaks Blvd. Suite P (Red Room), Camarillo, CA 93012
- Attendance:** Michael Blanda—Mechanics Bank
Dee Dee Cavanaugh, *Board Chair*—City of Simi Valley
Kristin Decas, *Vice Chair*—Port of Hueneme
Bob Engler—City of Thousand Oaks
Janice Parvin—County of Ventura
Misty Perez—City of Port Hueneme
- Absent:** Harold Edwards—Limoneira Company
Peter Zierhut, *Secretary*—Haas Automation
Rosie Ornelas—Economic Roundtable Representative, City of Oxnard
- Guests**
- Legal Counsel:** Nancy Kierstyn Schreiner—Law Offices of Nancy Kierstyn Schreiner
- Staff:** Bruce Stenslie—EDC President/ CEO
Alondra Gaytan—EDC Director of Strategic Relations
Monica Estrella—EDC Grants and Contracts Manager
- Call to Order:** 3:39 p.m. Board Chair Dee Dee Cavanaugh thanked everyone for attending.
- Amendment to the Agenda:** None
- Public Comment:** None

**Approval
of Executive
Committee
Minutes:**

Executive Committee Meeting, April 5, 2023

Board Chair Dee Dee Cavanaugh requested a motion to approve the minutes of April 5, 2023, Executive Committee meeting. Prior to the motion Kristin Decas provided a correction to a misspelling. Supervisor Janice Parvin moved to approve and file the April 5, 2023, Executive Committee meeting minutes. Bob Engler seconded the motion. All Executive Members listed in attendance in favor, motion approved.

Administration

A. Follow-up and Closeout of the Fiscal Year Ending December 31, 2022, Audit, Representations and Disclosures

Bruce Stenslie provided an update of the Fiscal Year Audit. At the May EDC Board of Directors meeting the board approved receipt of the Fiscal Year Ending December 31, 2022 Financial Statements and Audit. For the final wrap-up of the audit process, EDC staff makes several final representations on the preparation of the financials and information provided. Also, at the same time, the audit firm—Farber, Hass, Hurley LLP—presents us a closeout and management letter. This letter confirms there were no findings or difficulties encountered in performing the audit, no disagreements with management and no corrected or uncorrected misstatements. Copies of those letters were attached for the Executive Committee’s review and consideration. Board members shared their comments. No action is necessary, this item was for information only.

B. Consideration 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. 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 Executive Committee 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 is 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 for 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. Misty Perez moved to approve the motion and Bob Engler seconded the motion. All members listed in attendance in favor. Motion carried.

C. Consideration to Delegate Authority to the President/CEO for Approval of a Contract with the County of Ventura Workforce Development Board, \$120,000 for Business Assistance and Layoff Aversion Services, for the Period July 1, 2023 – June 30, 2024. Recommendation to Approve.

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 for a motion to delegate authority to the President/CEO, subject to legal review, for signing a contract and amendments thereto with the County of Ventura, Workforce Development Board (WDB) for Business Assistance and Layoff Aversion Services, for \$120,000, for the period July 1, 2023 through June 30, 2024. Supervisor Janice Parvin recused herself from this motion. Misty Perez moved to approve the motion and Bob Engler seconded the motion. All members in attendance (except the recused) 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 Memorandum of Agreement Approved in January 2023.

Bruce Stenslie provided an overview of the background of the relationships. He referenced 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 \$50 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 (Port Hueneme, 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. Executive Committee June 7, 2023 Re: Delegation of Authority to Contract with Ventura Council of Governments Page 2 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 discussion. Board members shared their comments.

Dee Dee Cavanaugh called for 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. Misty Perez, Bob Engler, and Supervisor Janice Parvin recused themselves from this motion. Kristin Decas moved to approve the motion and Michael Blanda seconded the motion. All members in attendance (except those recused) in favor. Motion carried.

E. Recommendation to Delegate Authority to the President/CEO and Chair for Approval of Anticipated Contracts with the City of Ventura, \$237,500 for Administration, Servicing 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. As noted above, 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 for 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. Supervisor Janice Parvin moved to approve the motion and Misty Perez seconded the motion. All members listed in attendance in favor. Motion carried.

F. Presidents Report

Bruce Stenslie provided an overview of the various local, regional, and other community meetings and partnerships. A few 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: No Comments

Adjournment: At 4:47 pm. Board Chair Dee Dee Cavanaugh thanked everyone for attending and announced that the meeting is adjourned to July 5, 2023.