



ECONOMIC
DEVELOPMENT
COLLABORATIVE

MINUTES

EDC-VC EXECUTIVE COMMITTEE MEETING

March 1, 2023

- Location:** 4001 Mission Oaks Blvd. Suite A-1 (Founders Room) Camarillo, CA 93012
- Attendance:** Carole Drulias—Mechanics Bank
Bob Engler – City of Thousand Oaks
Rosie Ornelas – Economic Roundtable Representative, City of Oxnard
Janice Parvin—County of Ventura
Peter Zierhut—*Secretary*, Haas Automation
- Absent:** Kristen Decas, *Vice Chair* —Port of Hueneme/Oxnard Harbor
Harold Edwards – Limoneira Company
Misty Perez— City of Port Hueneme
Dee Dee Cavanaugh, *Board Chair* – City of Simi Valley
- Guests** Bruce Rokos—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
Monica Estrella – Grants and Contracts Manager
- Call to Order:** 3:40 p.m. Board Secretary/Treasurer Peter Zierhut thanked everyone for attending.
Peter Zierhut welcomed executive committee members and Bruce Stenslie shared that the EDC Board Chair Dee Dee Cavanaugh and Vice-Chair Kristen Decas were not able to attend today’s meeting.

Amendment to the Agenda: N/A

Public Comment: N/A

Approval of Executive Committee Minutes:

Executive Committee Meeting, February 1, 2023

Secretary Peter Zierhut requested a motion to approve the minutes of February 1, 2023, Executive Committee meeting. Supervisor Janice Parvin moved to approve and file the minutes of February 1, 2023, Executive Committee meeting minutes. Bob Engler seconded the motion. All Executive Members listed in attendance in favor, motion approved.

Administration

A. Report on State and County Guidance for Holding Brown Act Compliant Meetings Per AB 2449, through December 31, 2024.

Bruce Stenslie introduced the importance of why the EDC is held compliant with the Brown Act Meeting rules. The EDC's legal counsel Ms. Nancy Kiersten Schreiner provided an overview of the legislation. Nancy listed the compliance pieces needed to hold virtual, teleconference, and other media channels meetings. Secretary Peter Zierhut opened the discussion and board members shared their comments regarding the new legislation and in person meetings. Given the complications for compliance under the new rules for remote meetings, there was a consensus to move forward with all in-person meetings. This item was for informational purposes, no action was required.

B. Update on the launch of Uplift Central Coast Regional Planning Activities as Funded by the CA Community Economic Resilience Fund.

Bruce Stenslie provided background on the Uplift Central Coast Coalition and its Regional activities. The EDC entered an MOU with six counties that are comprised by Ventura, Santa Barbara, San Luis Obispo, Monterey, Santa Cruz, and San Benito Counties. For this work REACH (Representing San Luis Obispo and north Santa Barbara counties) acting as the Lead Convener, and the Monterey Bay Economic Partnership (MBEP) representing Monterey, Santa Cruz, and San Benito counties acting as the Co-Convener, and the EDC (Representing Ventura and Santa Barbara counties). Peter Zierhut opened the discussion and board members shared their comments regarding the Uplift Central Coast Coalition. This item was for informational purposes, no action was required.

C. Strategic Plan Update, Focus Area on Staffing and Operations: "Comprehensive Updating EDC Operational Processes, with a Focus on Project, Financial and Grant Management."

Bruce Stenslie provided an update on the EDC's focus on a comprehensive project in Financial and Grant Management. In the EDC's adoption of the three-year strategic plan last year one of the five core focus areas is titled Staffing and Operations, with a focus on assuring administrative capacity for management and looking forward for succession planning. The EDC has grown rapidly over the last five years, by measures of increased revenue, more and more complex funding sources relative to compliance and reporting

and the addition of more staff. Nearly all that growth has been through public entity grant funding, which prioritizes program delivery staff and outcomes, not for contributing to financial or administrative management. Stenslie reported plans for securing foundation funds to conduct a review of current administrative and operational capacity, toward shaping recommendations for any adjustments in the current structure, systems, and staffing. Peter Zierhut opened the discussion and board members shared their comments regarding the comprehensive updating EDC Operational Processes, with the Focus on Project, Financial and Grant Management. This item was for informational purposes, no action was required.

D. Update on Disaster Declaration

Bruce Stenslie provided the latest information on the Disaster Declaration. At the last executive committee meeting, on February 1, staff reported that Ventura County had not yet been designated as a full disaster county. Later that same day the Department of Homeland Security did add Ventura County and several other counties. There are now more than 20 California counties included in the designation, including all our coastal neighbors, from Santa Cruz through Los Angeles Counties. The full designation allows local businesses and residents to the full array of assistance resources provided through FEMA and the SBA for disaster recovery. The EDC's Small Business Development Center team is fully mobilized, attending and participating in outreach and service activities at assistance centers in Santa Maria, Goleta and Ventura and wherever needed. Peter Zierhut opened the discussion and board members shared their comments regarding the Update on Disaster Declaration. This item was for informational purposes, no action was required.

E. Membership Report

Bruce Stenslie provided a few concerns with Dues & Retention. The EDC currently has a few board members that are either chronically delinquent in dues or are staying current on dues though not attending meetings. Stenslie provided a summary of those members. While there is no recommended action today, the EDC continues to recruit, with interest and priorities to fill vacant seats and add representation in several sectors, including but not exclusive to biotech, life sciences, pharmaceuticals and medical devices, engineering and construction services, finance and real estate, hospitality, food and accommodation, arts and entertainment, transportation and warehousing, and the "production sectors," including manufacturing and agriculture/food systems. 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 the Bylaws, the Executive Committee serves as a Nominating Committee. Peter Zierhut opened the discussion and board members shared their comments regarding the Membership Report. This item was for informational purposes, no action was required.

F. 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. Peter Zierhut opened the discussion and board members shared their

comments regarding the Presidents Report. This item was for informational purposes, no action was required.

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. Peter Zierhut thanked everyone for attending and announced that the meeting is adjourned to April 5, 2023.