



ECONOMIC  
DEVELOPMENT  
COLLABORATIVE

**MINUTES**

**EDC-VC EXECUTIVE COMMITTEE MEETING**

**July 5, 2023**

**Location:** 4001 Mission Oaks Blvd. Suite P, (Red Room) Camarillo, Ca 93012

**Attendance:** Kristin Decas, *Vice Chair* —Port of Hueneme/Oxnard Harbor  
Misty Perez— City of Port Hueneme  
Haider Alawami – City of Thousand Oaks  
Janice Parvin—County of Ventura  
Peter Zierhut, Secretary – Haas Automation

**Absent:** Harold Edwards - Limoneira Company  
Bob Engler – City of Thousand Oaks  
Dee Dee Cavanaugh, *Board Chair* – City of Simi Valley  
Rosie Ornelas – Economic Roundtable Representative, City of Oxnard  
Michael Blanda—Mechanics Bank

**Guests:** Shelby Arthur—Pacific Coast Broadband Consortium

**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:** 3:35p.m. Board Vice Chair Kristin Decas thanked everyone for attending.

**Amendment to the Agenda:** N/A

**Public Comment:** N/A

**Approval of Executive Committee Minutes:**

**Executive Committee Meeting, June 7, 2023**

Kristin Decas the Vice-chair requested a motion to approve the minutes of June 7, 2023, Executive Committee meeting. Misty Perez moved to approve and file the minutes of June 7, 2023, Executive Committee meeting minutes. Haider Alawami seconded the motion. All Executive Members listed in attendance in favor, motion approved.

**Administration**

**A. Consideration to Delegate Authority, Subject to Legal Review, to the President/CEO to Sign a Grant Agreement, and Any Amendments thereto, with the CA Office of the Small Business Advocate, \$1 Million for the Term July 1, 2023 through June 30, 2027, \$250,000 for the Period July 1, 2023 through June 30, 2024, under the Accelerate California: Inclusive Innovation Hub Program.**

Bruce Stenslie provided an overview of the program, noting that it is an expansion of our earlier iHub2 program, its purpose to fund and stimulate entrepreneurship and innovation, for the creation of high wage jobs and competitive regional economies. The prescribed outcomes of the Accelerate CA program are to enhance the connection of entrepreneurs and businesses to the region’s network of resources (e.g., technical assistance, access to capital), and to build on and enhance the efficient networking of resources and service providers, such that improves the region’s ability to attract and retain talent, investment and innovation. The executive committee had a discussion regarding the recommendation.

Kristin Decas called a motion to delegate authority to the President/CEO to sign a grant agreement, and any amendments thereto, with the California Office of the Small Business Advocate, \$1 million for a four-year term, July 1, 2023 through June 30, 2027, through the Accelerate California, Inclusive Innovation Hub Program. Misty Perez moved to approve the motion and Supervisor Janice Parvin seconded the motion. All Executive Members listed in attendance in favor, motion approved.

**B. Consideration to Ratify the President/CEO’s Approval of a Contract Amendment with the City of Oxnard, for the Community Development Block Grant Cares Act Business Assistance Grant Program, Increasing the Total Contract Amount from \$250,000 to \$300,000 and Extending the Term Ending Date to June 30, 2024.**

Bruce Stenslie noted that the grant recipients are limited to benefitting “low-moderate income” workers and for microenterprises with five or fewer employees or, unusual for CDBG, other small businesses with six to 100 employees or microenterprises not owned by low-moderate income owners. Defining these rules for businesses eligible for the

program, and the criteria for determining priority for grant funds, has been a slow process. As the program has been slowed over two years, we have agreed to an amendment with the city, assuring still the distribution of the funds to impacted businesses. Specific adjustments include increasing the budget by \$50,000, to a revised total of \$300,000, and re-designing the project to increase the grant fund line item by \$70,000 to fund up to 22 grants of \$10,000 each, increased our staffing expense by \$10,000 to \$40,000, making no change to the outreach and marketing expense of \$30,000, and deleting the \$30,000 line item for lending expense (after sorting out with city staff the process for approving grants). The program is now finally moving forward, and we anticipate distributing the grant funds before the new term ending date of June 30, 2024. The executive committee had a discussion regarding the recommendation and shared their comments.

Kristin Decas called a motion to Ratify the President/CEO approval of a contract amendment with the City of Oxnard, for the Community Development Block Grant CARES Act Business Assistance Grant Program, increasing the total contract amount from \$250,000 to \$300,000, and extending the term ending date to June 30, 2024. Supervisor Janice Parvin moved to approve the motion and Misty Perez seconded the motion. All Executive Members listed in attendance in favor, motion approved.

**C. Update on the Digital Upskilling Initiative.**

Bruce Stenslie provided an update and overview regarding the Digital Upskilling Initiative. The idea and motivation for our Digital Skills program arose early during the COVID-19 pandemic, as the Assemblymember was introduced to a CARES Act funded digital skills training program in the Sacramento area. She quickly organized discussions in Ventura County about replicating the program. While we were not able to turn around a program immediately, even better, she was able to secure the \$5 million for the launch of a pilot program in Ventura County. Just recently, in June, we had opportunity to share the program purpose, design and strategy for the pilot project at a workshop session at the annual conference of the CA Association for Local Economic Development. The project was extremely well-received. The EDC is excited to begin the process of assuring the expansion of the training model beyond Ventura County. This item was for informational purposes.

**D. Broadband Program and Services, Report on the Last Mile Federal Funding Account.**

Bruce Stenslie shared background information regarding the Broadband Consortium and introduced Shelby Arthur the EDC's lead of the Consortium to share an update regarding the Broadband Program and Services. In today's discussion Shelby focused on one aspect of the funding, the "Last Mile Federal Funding Account." Based on the current mapping and allocation guidelines (tied largely to an estimation of the "unserved population" in each county), funding for projects in Ventura County is projected at \$20,362,085, for Santa Barbara County at \$15,870,746, and for San Luis Obispo County at \$22,346,936. These funds must be obligated by December 2024 and spent by

December 2026. While these are large sums, this account is only of several fund sources that the EDC is tracking. Shelby mentioned that local leadership, particularly those in the public sector, are tracking the resource not only for its immediate goal of closing the gap in unserved households, but also so that they may be thinking collectively about the deployment of this resource in the broader context of regional strategies for broadband deployment and adoption and for leveraging and optimizing additional funding. This item was for informational purposes.

**E. 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 or unfinished business.

**Executive Committee Comments:** Kristin Decas shared that the Banana Festival will be taking place in September at the Port of Hueneme.

**Adjournment:** At 4:37 pm. Kristin Decas thanked everyone for attending and announced that the meeting is adjourned to September 6, 2023.