

**MINUTES**  
**EDC-VC BOARD OF DIRECTORS MEETING**  
**January 18, 2024**

**Location:** Zachari Dunes 2101 Mandalay Beach Rd, Oxnard, CA 93035  
Constellation Room for the business meeting, Tides Ballroom for the full event

**Attendance:** Gerhard Apfelthaler- California Lutheran University  
Haider Alawami —City of Thousand Oaks  
Stephanie Caldwell – Tri- County Chamber Alliance  
Dee Dee Cavanaugh—Pacific Westen Bank, *Board Chair*  
Pedro Chavez – City of Santa Paula  
Kristin Decas—Port of Hueneme, *Vice Chair*  
Nan Drake – E.J. Harrison Industries  
Henry Dubroff—Pacific Coast Business Times  
Harold Edwards -- Limoneira Company  
Martin Erickson—Ventura County Transportation Commission  
Jeremy Goldberg—Central Coast Labor Council  
Jeff Gorrell—County of Ventura, Board of Supervisor  
Daniel Groff – City of Moorpark  
Amy Fonzo – Aera Energy  
Cynthia Herrera – Ventura County Community College District  
Sarah McLelland—Montecito Bank and Trust  
Chris Meissner—Meissner Filtration  
Jey Lacey—SoCal Edison  
Rachel Lang- City of Ojai  
Dr. Martita Martinez Bravo – City of Camarillo  
Rosie Orneleas—City of Oxnard  
Janice Parvin—County of Ventura, *Board of Supervisor*  
Misty Perez—City of Port Hueneme  
Tracy Perez- VCEDA  
Sim Tang Paradis—City National Bank  
Joe Schroeder - City of Ventura  
Brian Tucker – Ventura County West (Liaison)  
Celina Zacarias—California State University Channel Islands

**Absent:** Peter Zierhut—Haas Automation, *Secretary/Treasurer*  
Barry Wolfman—Dignity Health/St. John’s Hospitals  
Bryan McDonald – City of Oxnard  
Albert Mendez – City of Fillmore  
Alex Schneider – The Trade Desk

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

**Staff at the Business Meeting 3:00-3:30** Ray Bowman, EDC SBDC Director  
Alondra Gaytan, Director of Strategic Relations  
Bruce Stenslie, President/CEO  
Jaime Fall, Workforce & Economic Strategies Director  
Shalene Hayman, EDC Controller

**Guests at the Business Meeting 3:00-3:30:** Gloria Martinez—County of Ventura  
John Bandek—City of Moorpark  
PJ Gagajena—City of Moorpark

**Call to Order:** Board Chair Dee Dee Cavanaugh welcomed everyone and called the meeting to order at 3:12 pm

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

**Public Comment:** None

**Approval of Meeting Minutes:** **Approval of Meeting Minutes November 16, 2023**  
Board Chair Dee Dee Cavanaugh opened discussion and invited comments from members of the board regarding the November 16, 2023, board minutes. Dee Dee Cavanaugh called a motion to approve the November 16, 2023. Supervisor Janice Parvin moved the motion and Rachel Lang seconded. All Board members listed in attendance in favor, motion carried.

**Recommendation to Receive and File 2023 Impact Report:** Bruce Stenslie mentioned that the newly released 2023 Impact Report is available at the Annual Meeting and is being posted in both English and Spanish [www.edcollaborative.com/publications](http://www.edcollaborative.com/publications). Bruce gave credits to the staff that developed the report in the communications team, Tracie Schneider and Stephanie Gonzalez who received informed inputs from internal staff and by the expertise of Elena Trevino Design, this year’s report provides a narrative of some extraordinary achievements. The intention of the document is to provide attendees of the Annual Meeting and stakeholders throughout the year a summary of the annual impact through program services. The recommendation today is to “Receive and File” the “EDC Community Impact Report”. Dee Dee Cavanaugh called a motion to receive and file the 2023 Impact Report. Misty Perez moved the motion and Bob Engler seconded. All Board members listed in attendance in favor, motion carried.

**Election of Officers:** Bruce Stenslie provided a summary of the EDC’s bylaws on the annual establishment of the EDC’s officers. Per Section 2.8 of the bylaws designates the Executive Committee as the Nominating Committee and specifies that the Committee shall present a recommended slate of Officers at each year’s Annual Meeting. Today’s recommendation was approved by the Executive Committee at its meeting on January 3, 2024. The recommendations are as follows:

**Chair:** Kristin Decas, Port of Hueneme

**Vice Chair:** Bob Engler, City of Thousand Oaks

**Secretary/ Treasurer:** Peter Zierhut, Hass Automation

Board members shared comments and their support. Dee Dee Cavanaugh called a motion to

approve the recommendations of the Executive Committee for the election of officers. Nan Drake moved the motion and Dr. Martita Martinez-Bravo seconded. All Board members listed in attendance in favor, motion carried.

**Appointment of Executive Committee Members 2024:**

Bruce Stenslie provided a summary of the guidance per the bylaws for the establishment of the EDC's Executive Committee. The Bylaws state that the Chair shall select one member of the Executive Committee from among the city or county economic development practitioners who participate in the Economic Developers Roundtable. Per the Chair Nominee's direction, the following slate of 2024 Executive Committee members is submitted for the board's approval:

**Private Sector**

- Harold Edwards, Limoneira
- *Kristin Decas, Port of Hueneme, Chair\**
- *Peter Zierhut, Haas Automation, Secretary/Treasurer\**

**Public Sector**

- Dee Dee Cavanaugh, City of Simi Valley
- *Bob Engler, City of Thousand Oaks\**
- Janice Parvin, County of Ventura
- Misty Perez, City of Port Hueneme

**Economic Development Roundtable**

- Rosie Ornelas, City of Oxnard

Board members shared comments and their support. Dee Dee Cavanaugh called a motion to approve the appointment of the Executive Committee Members in 2023. Amy Fonzo moved the motion and Nan Drake seconded. All Board members listed in attendance in favor, motion carried.

**Recommendation to approve the 2024 Meeting Calendar:**

Bruce Stenslie provided the draft of the 2024 Meeting Calendar. Full Board Meetings are every third Thursday of the month at 3:30pm. As in past years there are no EDC Board of Directors meetings in August and December.

There was a discussion on whether to go dark in August or July, with consideration for moving the dark month to July, given that more and more schools are now in session in August. It was agreed to consider the change, with no final action for this year.

**Location:** Unless otherwise notified, board meetings are at the Board Room, 4001 Mission Oaks Blvd, Camarillo, 93012. All meetings are in-person only, no remote attendance.

**Annual Meeting:** Please note the EDC Annual Meeting this year starts at 3:00 PM, for a business meeting from 3:00 to 3:30, followed by a larger attendance and program. That program is scheduled to run from 4:00 to approximately 5:15 PM.

<u>Month, 2024</u>	<u>Full Board</u>	<u>Location</u>
January	1/18 (Annual Meeting, 3:00 PM)	Zachari Dunes, Oxnard
February	2/15, 3:30 PM	4001 Mission Oaks Blvd, Camarillo
March	3/21, 3:30 PM	4001 Mission Oaks Blvd, Camarillo
April	4/18, 3:30 PM	4001 Mission Oaks Blvd, Camarillo
May	5/16, 3:30 PM	4001 Mission Oaks Blvd, Camarillo
June	6/20, 3:30 PM	4001 Mission Oaks Blvd, Camarillo
July	7/18, 3:30 PM	4001 Mission Oaks Blvd, Camarillo
	<b>No August meeting</b>	
September	9/19, 3:30 PM	4001 Mission Oaks Blvd, Camarillo
October	10/17, 3:30 PM	4001 Mission Oaks Blvd, Camarillo
November	11/21, 3:30 PM	4001 Mission Oaks Blvd, Camarillo
	<b>No December Meeting</b>	
<b>January 2025</b>	1/16/25 (Annual Meeting)	Time & Place TBD

**President’s Report:** Board members shared their concerns and had a discussion. Dee Dee Cavanaugh called a motion to receive approve the 2024 Meeting Calendar. Rachel Lang moved the motion and Bob Engler seconded. All Board members listed in attendance in favor, motion carried.

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 interested in the partnership and leveraging of resources.

**New or Unfinished business:** N/A

**Board Member Comments:** City of Ojai’s Council member Rachel Lang shared she was appointed to a Tax Committee and was willing to share more information to this group.

**Break then convene at the annual meeting program:** The Board took a break at **3:25pm** and convened at the Annual Meeting Program at **4:00pm**

- Welcome & Sponsor Recognition, Bruce Stenslie, President/CEO
- 2023 Achievements, Dee Dee Cavanaugh, Chair 2023
- Priorities for 2024, 2024 Chair Kristin Decas
- Keynote, Dee Dee Myers, Director of Governor’s Office of Business & Economic Development
- Recognitions

**Adjournment:** Kristin Decas , new Board chair adjourned the meeting adjourned at 5:15pm to February 15, 2024