

MINUTES
EDC-VC BOARD OF DIRECTORS MEETING
October 19, 2023

Location: 4001 Mission Oaks Blvd, VCCF (Ventura County Community Foundation) Board Room, Camarillo, CA 93012

Attendance: Pedro Chavez – City of Santa Paula
Kristin Decas—Port of Huaneme, *Vice Chair*
Nan Drake – E.J. Harrison Industries
Dee Dee Cavanaugh—Pacific Westen Bank, *Board Chair*
Stephanie Caldwell – Tri- County Chamber Alliance
Martin Erickson—Ventura County Transportation Commission
Bob Engler—City of Thousand Oaks
Cynthia Herrera – Ventura County Community College District
Jeff Gorrell—County of Ventura, Board of Supervisor
Jeremy Goldberg—Central Coast Labor Council
Daniel Groff – City of Moorpark
Jey Lacey—SoCal Edison
Sara McLelland—Montecito Bank and Trust
Dr. Martita Martinez Bravo – City of Camarillo
Bryan McDonald – City of Oxnard
Rosie Orneleas—City of Oxnard
Misty Perez—City of Port Hueneme
Tracy Perez- VCEDA
Janice Parvin—County of Ventura, *Board of Supervisor*
Sim Tang Paradis—City National Bank
Brian Tucker – Ventura County West (Liaison)
Alan Jaeger – NSWC
Celina Zacaria- California State University Channel Islands
Peter Zierhut –Haas Automation Inc., *Secretary/Treasurer*

Absent:	Albert Mendez – City of Fillmore Chris Meissner—Meissner Corporation Rachel Lang- City of Ojai Gerhard Alpfelthaler- California Lutheran University Tracy Perez- VCEDA Amy Fonzo – Aera Energy Joe Schroeder - City of Ventura Skyler Ditchfield– Geolinks Harold Edwards -- Limoneira Company Dan Revetto – AT&T Mechancis Bank- Michael Blanda Anthony Goff – Calleguas Municipal Water District (Liaison) Alex Schneider – The Trade Desk Trace Stevenson – AeroVironment, Inc. Barry Wolfman—Dignity Health/St. John’s Hospitals
Legal Counsel:	Nancy Kierstyn Schreiner, Law Offices of Nancy Kierstyn Schreiner
Staff:	Ray Bowman, EDC SBDC Director Alondra Gaytan, Director of Strategic Relations Shalene Hayman, Controller Bruce Stenslie, President/CEO
Guests:	Gloria Martinez—County of Ventura
Call to Order:	Board Chair Dee Dee Cavanaugh welcomed everyone and called the meeting to order at 3:35pm
Amendment to the Agenda:	N/A
Public Comment:	None
Approval of Meeting Minutes:	Approval of Meeting Minutes, July 20, 2023 Board Chair Dee Dee Cavanaugh opened discussion and invited comments from members of the board regarding the July 20, 2023, board minutes. Dee Dee Cavanaugh called a motion to approve the July 20, 2023. Pedro Chavez moved the motion and Misty Perez seconded the motion. Dr. Martita Martinez Bravo, Henry Dubroff, and Bryan MacDonald abstained from this motion. All Board members listed in attendance in favor, motion carried.

Financial Report and Overview of July, August, and September 2023 Financials

Financial Report:

EDC Controller, Shalene Hayman provided an overview of the July, August, and September 2023 financials. A discussion occurred, and board members shared their comments. Board Chair Dee Dee Cavanaugh called for a motion to approve the Financials of July, August, and September 2023. Dr. Martita Martinez Bravo moved the motion and Sim Tang Paradis seconded the motion. All Board members listed in attendance in favor, motion carried.

Administration:**A. Consideration to Ratify the President/CEO's Approval to Extend the Maturity Date of a \$1 Million Promissory Note with Mechanics Bank, for 60 Months, to September 11, 2028.**

Bruce Stenslie shared background of the EDC's Loan programs lending capacity including a list of the various funding sources of capital. The total amount of loans made from all funds is more than \$25 million, with a current open portfolio of approximately \$4 million. The EDC's loan loss ratio for the Mechanics fund is 0%, and overall, for the EDC portfolio is under 5%, which is extremely competitive in the field considering the niche is lending to firms denied access to commercial credit. Bruce also shared the history of the relationship with Mechanics Bank and the benefits to the borrowers allowing them to secure capital at a competitive rate. In return the benefit for EDC is the earnings in income derived from the variance between the rate of securing funds (2.5%) and what is lent to businesses (six to seven percent), plus a 2% origination fee. Since the funds inception in 2013, EDC has approved 16 loans resulting in the creation of 105 jobs and approximately one job per \$21,000 loaned. The recommendation is to Ratify the President/CEO's Approval to Extend the Maturity Date of a \$1 Million Promissory Note with Mechanics Bank, for 60 months, to September 11, 2028. Board members shared their comments regarding this item.

Dee Dee Cavanaugh called a motion to Ratify the President/CEO's Approval to Extend the Maturity Date of a \$1 Million Promissory Note with Mechanics Bank, for 60 months, to September 11, 2028. Pedro Chavez moved to approve the motion and Dr. Martita Martinez Bravo seconded the motion. All board members listed in attendance in favor, motion carried.

B. Consideration to Ratify the President/CEO's Approval of a Contract with the California Employment Training Panel, for a Workplace Literacy Special Project, in the Amount of \$226,800, for the Term July 24, 2023 – July 23, 2025.

Bruce Stenslie shared the background of the Employment Training Panel (ETP) purpose and EDC's capacity to support ETP projects in the region. The proposed program calls for training 200 workers in the Agriculture and Manufacturing sectors, at an average cost per outcome of \$1,134. Under the terms of this special project, trainees are not required to demonstrate citizenship and the minimum wage for retention post-training is \$15.50/hour. (By contrast, in the regular ETP program, SSN's are required for all trainees and the minimum wage at completion of training is \$20.00/hour.) In addition, this project also builds on our current activity in leading the region's investment in Digital Upskilling, implementing training through a \$5 million project with discretionary funding secured by Assemblymember Jacqui Irwin. The EDC has an extremely strong team for implementation, with Jaime Fall and Vivian Vazquez on staff and the partnership with EnGen. Perhaps more to the point, the funding and program aligns with our core observation and belief that the region's economic competitiveness is enormously dependent on workforce skills and investments. The recommendation is to Ratify the President/CEO's Approval of a Contract with the California Employment Training Panel, for a Workplace Literacy Special Project, in the Amount of \$226,800, for the Term July 24, 2023 – July 23, 2025. Board members shared their comments regarding this item.

Dee Dee Cavanaugh called a motion to ratify the President/CEO's Approval of a Contract with the California Employment Training Panel, for a Workplace Literacy Special Project, in the Amount of \$226,800, for the Term July 24, 2023 – July 23, 2025. Misty Perez seconded the motion and Stephanie Caldwell seconded the motion. All board members listed in attendance in favor, motion carried.

C. Consideration to Delegate Authority to the President/CEO to Sign Grant and Contract Agreements and Amendments as Appropriate, with Long Beach City College, Funding from the U.S. Small Business Administration and CA Governor's Office of Business & Economic Development, for Continuing Small Business Development Center Services, Total Funding Estimated at Approximately \$1.6 Million for the Program Year October 1, 2023 – September 30, 2024.

Bruce Stenslie provided an overview of the EDC hosting the Ventura / Santa Barbara Counties Small Business Development Center (SBDC). One of the primary funding sources for this program is through the U.S Small Business Administration (SBA). The core SBDC grant has been funded separately on a calendar year term at approximately \$480,000 annually. The core SBDC grant will be taken up separately when we receive it, though it may be delayed by the uncertainty of federal budgeting. These two funds recommended for approval today, CIP and TAP, augment the core SBDC funding, putting total SBDC annual and regularly recurring state and federal revenue at about \$1.5 million. Bruce provided a list of performance outcomes for the last fiscal year and outcomes in comparison to 78 SBDC centers statewide.

It is recommended that the board Delegate Authority to the President/CEO to Sign Approval to Grant Agreements for Small Business Development Services with Long Beach City College, Funding from the Governor's Office of Business and Economic Development, Estimated \$140,000 for the Capital Infusion Program and \$880,000 for the Technical Assistance Program, Both for the Term October 1, 2023 through September 30, 2024. Board members shared their comments and congratulated the SBDC Director for the incredible achievements in the last years.

Dee Dee Cavanaugh called a motion to delegate authority to the President/CEO to sign grant agreements and modifications with Long Beach City College, funding from the Governor's Office of Business and Economic Development (GOBiz) for Small Business Development Center services, for the term October 1, 2023 – September 30, 2024. Celina Zacarias moved to approve the motion and Dr. Martita Martinez Bravo seconded the motion. All board members listed in attendance in favor, motion carried.

D. Consideration to Ratify the President/CEO's Approval of a Partnership Agreement with the California Emerging Technology Fund (CETF), EDC to Organize Eight Affordable Connectivity Program (ACP) Enrollment Events, Securing Our Access to \$52,000 for Operational Support and Pass-Through Funds for Sponsoring Partners.

Bruce Stenslie shared the background of our activities in broadband. EDC has since 2014 served as the fiscal agent and managing partner for the Broadband Consortium of the Pacific Coast (BCPC or "the Consortium), providing strategy, planning and technical support for regional broadband deployment and adoption. The California Emerging Technology Fund is a statewide nonprofit organization dedicated to closing the digital divide in California. EDC has worked with CETF on several projects throughout our years as fiscal agent for the Consortium, with CETF providing technical assistance and best practice guidance to the state's several regional consortia. EDC has also contracted directly with CETF on several projects, two most notably: one, some two years ago, in

collaboration with the Southern CA Association of Governments, on research to examine the benefit of increased digital access for reducing Vehicle Miles Travelled and thereby Greenhouse Gas Emissions, and two, this past year, for organizing regional Digital Equity Coalitions. The EDC's capacity and priorities are to provide this kind of support on regional digital equity is central to the purpose and function of the Broadband Consortium and is a core element of our regional economic strategy, for assuring broadly available high-speed communication for business, workers, students, public safety and public health and general governance. Board members had a discussion regarding this item.

Dee Dee Cavanaugh called a motion to ratify the President/CEO's approval of a Partnership Agreement with the CA Emerging Technology Fund, EDC to organize eight Affordable Connectivity Program (ACP) Enrollment Events, securing our access to \$52,000 for operational support and passthrough funds for sponsoring partners. Pedro Chavez moved to approve the motion and Kristen Decas seconded the motion. All board members listed in attendance in favor, motion carried.

E. Consideration to Ratify the President/CEO's Approval of a Contract Agreement with the County of Santa Barbara, \$100,000 for a OneYear Term, EDC to Provide Consulting Support for the Implementation of the Santa Barbara County Broadband Strategic Plan.

Bruce Stenslie provided background information regarding capacity and priorities of supporting regional broadband planning and implementation as central to the purpose and function of the Broadband Consortium and is a core element of our regional economic strategy, for assuring broadly available high-speed communication for business, workers, students, public safety and public health and general governance. Through funding secured from each of the county's cities and the County, SBCAG contracted with EDC—acting as fiscal agent and managing partner of the Broadband Consortium of the Pacific Coast (BCPC, or "the Consortium")—to gather the inputs and write the Plan. Now that the Plan has been approved by SBCAG, the cities and the County, the County is asking for additional support from the Consortium for guiding the County's role for the Plan's implementation. Under contract with EDC, Shelby Arthur serves as the lead for the Consortium, and has negotiated the terms of the Consortium's scope of work, which was distributed. Shelby will be the primary provider of services to the County under the proposed contract, though we will also bring in other staff and contractor expertise as necessary and appropriate. Board members shared their comments.

Dee Dee Cavanaugh called a motion to ratify the President/CEO's approval of a contract agreement with the county of Santa Barbara, \$100,000 for a one-year term, EDC to provide consulting support for the implementation of the Santa Barbara County Broadband Strategic Plan. Supervisor Janice Parvin moved to approve the motion and Dr. Martita Martinez Bravo seconded the motion. All board members listed in attendance in favor, motion carried.

F. Consideration to Ratify the President/CEO's Approval of a Contract Agreement with the City of Goleta, accessing \$75,000 in Funds Made Available by Central Coast Community Energy (3CE) for a Regional Digital Equity Project, and for Approving Agreements with Additional Partners for the Delivery of Training.

Bruce Stenslie shared that over the last two years EDC has served as the lead for a \$5 million digital upskilling pilot project in Ventura County. The funding was made available through a CA budget trailer bill sponsored by Assemblymember Jacqui Irwin. One of our key goals in working with the Assemblymember is establishing a foundation for sustainable regional investments in workforce skills and digital equity—that is, for broad

access to affordable internet services and for assuring the wherewithal for all communities to take advantage of high-speed communications. The project proposed under this memo is one such opportunity for expanding and sustaining momentum in digital upskilling. Central Coast Community Energy, or 3CE, is the non-profit community-based resource responsible for sourcing clean and renewable energy for consumers in the central coast counties of Santa Barbara, San Luis Obispo, Monterey, Santa Cruz and San Benito. One of 3CE's community engagement initiatives is to help assure businesses and residents in its region are able to secure services—education, health care, etc.—through on-line platforms, helping to reduce vehicle miles travelled and improving regional quality of life. 3CE has allocated \$150,000 for its region to promote digital equity, or broadly shared opportunity. Accordingly, they have approached the Broadband Consortium of the Pacific Coast to help on this project for Santa Barbara and San Luis Obispo Counties. (There is a separate “Central Coast Broadband Consortium” that serves their northern three counties, Monterey, Santa Cruz and San Benito. 3CE has made \$75,000 available to each of the Consortia.) To access this digital equity funding 3CE has required that one of its member counties or municipalities serve as the grant recipient, and that that entity subcontract with an entity or entities to deliver on the program. The City of Goleta, with whom EDC works closely on the city's development of an economic development strategic plan, has agreed to serve as the pass-through entity, and to work with the Broadband Consortium of the Pacific Coast (thus, EDC as its fiscal agent and managing partner) for program delivery. Board members shared their comments and discussed this item.

Dee Dee Cavanaugh called a motion to Ratify the President/CEO's signature of an agreement with the City of Goleta, accessing \$75,000 in funds made available by Central Coast Community Energy (3CE) for a Regional Digital Equity Project, and Delegate authority to the President/CEO to approve contract agreements with additional partners for the delivery of training under the scope of work agreed to with Central Coast Community Energy. Nan Drake moved to approve the motion and Misty Perez seconded the motion. All board members listed in attendance in favor, motion carried.

G. Consideration to Ratify the President/CEO's Receipt on Behalf of EDC of a \$498,000 Grant Award from the VC Community Foundation, for Assessing the Impacts of Universal Pre-Kindergarten to Early Childcare Providers, and for Supporting Providers with Technical and Financial Support.

Bruce Stenslie shared the importance of a vital ECE provider network for supporting families and workers—particularly women—returning to work. Our expansion of services to home-based ECE providers has been supported over the last year (and for the next two years) by the County's award of American Rescue Plan Act related funding. In addition, Bruce shared background regarding Universal Pre-K, Leveraging the Isabella Project, and EDC's capacity and priorities aligning with and leveraging existing focus and resources dedicated to supporting early child education and also aligns with our organizational capacity and experience for the provision of small business technical support and assistance with access to capital. Board members asked questions and discussed this item.

Dee Dee Cavanaugh called a motion to Ratify the President/CEO's receipt on behalf of EDC of a \$498,000 grant award from the Ventura County Community Foundation, for assessing the impacts of Universal Prekindergarten (UPK) to Early Childcare providers, and for supporting Providers with technical and financial support, and Delegate authority to the President/CEO to approve agreements with project partners for childcare provider assessments, technical assistance and related services. Pedro Chavez moved to approve

the motion and Dr. Martita Martinez Bravo seconded the motion. All board members listed in attendance in favor, motion carried.

H. Consideration to Ratify the President/CEO's Approval of a \$35,000 Grant Agreement with the Amgen Foundation, EDC as Fiscal Agent for VC STEM.

Bruce Stenslie shared how the EDC's priorities align with VC STEM and the EDC's role is to enhance the connectivity between business and education. EDC wholly recognizes that economic competitiveness is dependent upon workforce skills and a high-quality regional education system. Further, EDC's time and commitment to this activity is compensated by a 10% allowance in the grant for our administration. Beginning in 2021, EDC has supported the VC STEM network as its fiscal agent, specifically for the purpose of accepting grant revenue from the Amgen Foundation in support of its program and regional networking services. Though VC STEM has been active in this work for some nine years, it is neither incorporated nor established as a tax-exempt organization. By EDC serving as fiscal agent, VC STEM can secure grant funds from entities that will only grant to tax exempt organizations.

Dee Dee Cavanaugh called a motion to ratify the President/CEO's approval of a \$35,000 grant agreement with the Amgen Foundation, EDC-VC Serving as Fiscal Agent for VC STEM, in support of, Expanding the Ecosystem and Building Sustainability of the Ventura County STEM Network. Supervisor Janice Parvin moved to approve the motion and Bob Engler seconded the motion. All board members listed in attendance in favor, motion carried.

I. President's 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 interested in the partnership and leveraging of resources.

Committee/Liaison Reports:

Naval Surface Warfare Center – Port Hueneme Division: Alan Jager provided an overview of past and future events happening at Fathomwerx including information of the Pre-Engineering Program at the Port for 10 weeks.

Roundtable: Rosie Ornelas provided updates on the Economic Roundtable meeting and the cities updates.

VCEDA: Tracy Perez shared that VCEDA had their first meeting and Nan Drake shared comments regarding reimagining VCEDA and sand praises to Al Spector for all the support.

VCTC: Martin Erickson provided comments on current activities.

New or Unfinished business:

No unfinished business

Board Member Comments:

Adjournment

Board Chair Dee Dee Cavanaugh called the meeting adjourned at 4:51pm to 11/16/23.