



ECONOMIC
DEVELOPMENT
COLLABORATIVE

MINUTES

EDC-VC EXECUTIVE COMMITTEE MEETING

June 5, 2024

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

Attendance: Dee Dee Cavanaugh – City of Simi Valley
Kristin Decas, *Board Chair* —Port of Hueneme
Harold Edwards—Limoneira Company
Bob Engler—Vice Chair, City of Thousand Oaks
Cynthia Herrera—Ventura College Community College District
Rosie Ornelas – Economic Roundtable Representative, City of Oxnard
Janice Parvin—County of Ventura

Absent: Misty Perez—City of Port Hueneme
Peter Zierhut—*Secretary*, Haas Automation

Guests: None

Legal Counsel: Nancy Kierstyn Schneider

Staff: Bruce Stenslie - EDC President/ CEO
Alondra Gaytan - EDC Director of Strategic Relations

Call to Order: 3:40 p.m. Kristin Decas, Board Chair thanked everyone for attending.

Amendment to the Agenda: N/A

Public Comment: N/A

**Approval
of Executive
Committee
Minutes:**

Executive Committee Meeting, March 6, April 3, 2024

Kristin Decas requested a motion to approve the March 6, 2024 and April 3, 2024, Executive Committee Meeting Minutes. Supervisor Janice Parvin moved to approve and file the minutes and Cynthia Herrera seconded the motion, All Executive Members listed in attendance in favor, motion approved.

Administration:

A. Consideration to Ratify the President/CEO's Signature to an Agreement with the CA Employment Development Department, \$13 Million for the Term 6/1/24 – 9/30/26, EDC to Serve as Fiscal Agent for the Uplift Central Coast Catalyst Project.

Bruce Stenslie shared background regarding the CA Jobs First State Program and the EDC's affiliation as the Fiscal Agent for the Uplift Central Coast Catalyst Project. The agreement for this project is with CA Employment Development Department, \$13 Million for the term 6/1/24 – 9/30/26. The EDC received the draft agreement in mid-May and are in discussions with the Employment Development Department on several details. The contract is to be effective immediately upon the EDC's signature, which at the time of this writing they are estimating to be by June 1. As the state is pushing for the agreements to be signed as soon as possible the recommendation is for the board's ratification of the staff's approval. The term ending date is currently September 30, 2026, though it is possible there may be extensions. Kristin Decas opened the room for discussion, board members shared their comments. Kristin Decas called a motion to Ratify the President/CEO's Signature to an Agreement with the CA Employment Development Department, \$13 Million for the Term 6/1/24 – 9/30/26, EDC to Serve as Fiscal Agent for the Uplift Central Coast Catalyst Project. Bob Engler moved to approve the motion and Cynthia Herrera seconded the motion. All Executive Members listed in attendance in favor, motion approved.

B. Consideration to Amend the EDC Bylaws, Section 7.1, "Disbursements," Increasing the President's Authority to Execute Expenditures or Disbursements without Requiring a Signature of an Authorized Board Member, from the Current Limit of Up to \$2,000.00 to a Maximum of \$10,000.00.

Bruce Stenslie informed the executive board on the background of the expenditures and disbursements that require a signature of an authorized board member on any checks over \$2000.00 as noted in the EDC's bylaws. Given the organization's growth and expansion since 1996—as well as inflation over the 28 years—the EDC is finding that a rapidly increasing share of disbursements requires the second signature. This requirement frequently slows down the ability to make timely payment on invoices—especially given current role as fiscal agent for Uplift Central Coast and the CA Jobs First program—and puts a strain on staff and board to make arrangements for the second signature. The recommendation is to increase the limit to \$10,000. The change, if approved, would require a bylaws amendment as follows:

Section 7.1 Disbursements: The President is authorized to execute any expenditure or disbursement up to ~~\$2,000.00~~ **\$10,000.00**. Any expenditure or disbursement in excess of ~~\$2,000.00~~ **\$10,000.00** requires the signature of an authorized Board member.

Should the Executive Committee approve the amendment staff will place the recommendation on the full board agenda for the meeting of June 20. If approved by the full board the adjustments will be made to the EDC administrative manual. Kristin Decas opened the room for discussion, board members shared their comments. Kristin Decas called a motion to Amend the EDC Bylaws, Section 7.1, "Disbursements," Increasing the President's Authority to Execute Expenditures or Disbursements without Requiring a Signature of an Authorized Board Member, from the Current Limit of Up to \$2,000.00 to a Maximum of \$10,000.00. Supervisor Janice Parvin moved to approve the motion and Harold Edwards seconded the motion. All Executive Members listed in attendance in favor, motion approved.

C. Consideration to Delegate Authority to the President/ CEO to Negotiate and Approve a One-Year Agreement with Long Beach City College, Estimated Not to Exceed \$200,000, of Federal State Small Business Credit Initiative (SSBCI) Funding.

Bruce Stenslie shared that the funding for the technical assistance component of SSBCI has been awarded by Treasury to the Governor's Office of Business & Economic Development, Office of the Small Business Advocate, or OSBA. Total technical assistance funding to California for a five-year period starting this year is \$25.3 million; Treasury's separate allocation of capital support funding to California is \$1.1 billion. Consistent and aligned with the existing structure for distributing other federal and state business technical assistance funds, a share of the \$25.3 million is being granted to our regional lead center, Long Beach City College, and then to be distributed to the service centers such as our SBDC for implementation. While the EDC has not received a notice of funding, the EDC is anticipating an award any time now of approximately \$140,000 annually, or not to exceed \$200,000 annually as indicated in the recommendation. The SSBCI funding will provide additional capacity for our provision of business technical assistance on access to capital. More specifically, to help connect EDC SBDC clients to lenders managing SSBCI capital. The recommended action is to approve a delegation of authority to the President/CEO so that they are able to implement the project as soon as the contract is delivered. Kristin Decas opened the room for discussion, board members shared their comments. Kristin Decas called a motion to Delegate Authority to the President/ CEO to Negotiate and Approve a One-Year Agreement with Long Beach City College, Estimated Not to Exceed \$200,000, of Federal State Small Business Credit Initiative (SSBCI) Funding. Harold Edwards moved to approve the motion and Bob Engler seconded the motion. All Executive Members listed in attendance in favor, motion approved.

D. Consideration to Delegate Authority to the President/CEO to Approve an Agreement with the CA Employment Training Panel, \$220,800 to Serve as a Multiple Employer Contractor, for a Two-Year Term, Approximately June 1, 2024 – May 31, 2026.

Bruce Stenslie provided information the background of the CA Employment Training Panel (ETP or "the Panel") which secures funding through a surcharge on employers' contributions to the Unemployment Insurance Trust Fund, for the purpose of supporting investments in workforce

upskilling. The EDC's role is to promote the availability of the state funding, help firms identify training needs, identify trainers and pay the training expense. EDC deliver this service largely as an extension of the Small Business Development Center services. The EDC's Capacity and Priority are both deep in experience in working with this fund source and in working with employers for investing in workforce upskilling. Successfully completed a \$100,000 Multiple Employer contract earlier this year and just this past month received a \$226,800 contract for a special project focused on workplace literacy. The proposed new funding 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. Further to the point, the proposed funding and program aligns with EDC's core observation and belief that the region's economic competitiveness is enormously dependent on workforce skills and investments. The recommendation is a follow-up to the board's authorization to apply for the funds, approved last September. EDC applied for the funding around the first of the year and finally now the Panel's staff is recommending a contract of \$220,800 at its meeting scheduled for May 31. Staff will attend the meeting in Sacramento to answer any questions. Should the Panel approve the funding EDC will proceed with this item on the agenda. Kristin Decas opened the room for discussion, board members shared their comments. Kristin Decas called a motion to Delegate Authority to the President/CEO to Approve an Agreement with the CA Employment Training Panel, \$220,800 to Serve as a Multiple Employer Contractor, for a Two-Year Term, Approximately June 1, 2024 – May 31, 2026. Supervisor Janice Parvin moved to approve the motion and Rosie Orneleas seconded the motion. All Executive Members listed in attendance in favor, motion approved.

E. Consideration of an Agreement with the Ventura County First Five Commission, Continuing EDC's Management of the Community Investment Loan Fund Program for the Term 7/1/24 – 6/30/25, Up to \$300,000 in Loan Capital and \$20,000 for Operations.

Bruce Stenslie provided an overview of the EDC's affiliation to this item. The purpose and mission of First 5 Ventura County is to promote, support, and improve the early development of children from the prenatal stage through five years of age. The Commission is funded by an annual allocation of tobacco tax funds, as established by Prop 10, plus additional discretionary public and private grants and contracts. In 2009, First 5 Ventura County established its "Community Investment Loan Fund," the intent of which is "to increase the capacity and infrastructure of programs serving young children and their families . . . through affordable, accessible capital for the development and maintenance of quality child care and preschool facilities for Ventura County's children." Following a competitive selection process, EDC was awarded the contract for the management of the loan program. The recommended action today is to continue the program through June 30, 2025. First 5 Ventura County approved the contract at its regular meeting on May 16. The EDC's cost for operating the program is \$20,000 and administrative expenses are for business outreach and technical assistance, loan underwriting and the servicing of the portfolio. The technical assistance component of this contract is considerable and is augmented by our Small Business Development Center resources, which makes the project feasible. The agreement this year includes a loan capitalization of \$300,000, which is the balance available in the loan pool, set originally, in 2009, at \$1.3 million total. EDC has made five loans from First 5 funds for the increase of regional child

care capacity, totaling \$1,196,868, successfully leveraging an additional \$568,132 in other loan funds, for a total of \$1,765,000 loaned. The fund is extraordinarily cost effective, creating, 343 new child care slots—including 97 in the high value/tight market space for infants and toddlers. This program falls into alignment with the EDC’s organization’s capacity and experience for the provision of small business technical support and assistance with access to capital. The board’s approval of the agreement assures continuous service. Kristin Decas opened the room for discussion, board members shared their comments. Kristin Decas called a motion to consider the Agreement with the Ventura County First Five Commission, Continuing EDC’s Management of the Community Investment Loan Fund Program for the Term 7/1/24 – 6/30/25, Up to \$300,000 in Loan Capital and \$20,000 for Operations. Bob Engler moved to approve the motion and Harold Edwards seconded the motion. All Executive Members listed in attendance in favor, motion approved.

F. Consideration of an Agreement with the County of Ventura Workforce Development Board, for EDC’s Continuing Provision of Layoff Aversion Services, \$120,000 for the Term 7/1/24 – 6/30/25.

Bruce Stenslie shared that the EDC has continuously and successfully provided business retention 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 of this program year ending June 30, 2024, the EDC is at the end of a procurement cycle. The Workforce Board opened a new solicitation for bids earlier this year and EDC applied. EDC has been approved by the Workforce Board for a new contract, \$120,000 for the term July 1, 2024 – June 30, 2025, with an option at the County discretion, and dependent on our performance, for renewal for another two years. While the Workforce Board approved the recommended contract on April 25, it is still subject to approval by the County Board of Supervisors. The primary contractual activity is for the retention of jobs at-risk of layoff. The contract goal in 2023-24 is to provide services to not less than 40 businesses with jobs at risk and to help those businesses retain not less than 160 jobs at-risk. *So far, through April, we have exceeded the goals, having served 77 firms and helped retain 165 jobs.* For the 2024-25 program year our proposal calls for services and outcomes at the same level as the prior year. 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 the budget adoption for fiscal/calendar year 2024, 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 the 2025 fiscal year. Kristin Decas opened the room for discussion, board members shared their comments. Kristin Decas called a motion to consider an Agreement with the County of Ventura Workforce Development Board, for EDC's Continuing Provision of Layoff Aversion Services, \$120,000 for the Term 7/1/24 – 6/30/25. Bob Engler moved to approve the motion and Rosie Orneleas seconded the motion. Supervisor Janice Parvin recused herself from this motion. All Executive Members listed in attendance in favor, motion approved.

G. Consideration to Delegate Authority to the President/CEO to Negotiate and Approve Renewal Agreements with City of Ventura, for the Provision of a CDBG Micro-Enterprise Loan Program and a Rehabilitation, Code and Compliance Loan Program, Both for the Term 7/1/24 – 6/30/25.

Bruce Stenslie shared that the EDC has managed these loan programs for the City of Ventura since the year 2000. EDC has made 110 loans over this period, for a total of approximately \$4.5 million, creating more than 360 sustained jobs, for an average cost per job created of about \$13,000. The recommended actions are to continue this service for another one-year period, commencing July 1, 2024, subject to the City's approval and our full Board's approval. The programs' purposes are to advance the city's strategy for investing in business growth in its downtown and other commercial neighborhoods, to spur economic growth by assisting business owners to overcome some of the hurdles to successful entrepreneurship, and to add to the city's employment pool. Microloan Program, \$25,000 for business technical assistance and underwriting services to fund a minimum of two loans, with loans not to exceed \$50,000 each, and for servicing the existing loan portfolio. Rehabilitation and Code Compliance Loan Program, \$25,000 for underwriting services to fund a minimum of two commercial rehabilitation loans not to exceed \$50,000 each and two code compliance loans not to exceed \$25,000 each, and servicing of the existing loan portfolio. The Microloan contract is funded by Community Development Block Grant funds, is directed to small business entrepreneurs, and is intended to support job creation for low- and moderate-income workers. While this year's contract is not yet finalized, it is anticipated that it will establish our access to approximately \$90,000 in new loan capital, loans not to exceed \$50,000 each. There will be additional carry-in loan capital from the year ending June 30, 2024, estimated at approximately \$150,000, from a mid-year augmentation by the City. Also not yet finalized for 2024-25, the Rehabilitation and Code Compliance Loan contract is funded by city general funds and is intended to support the creation of businesses and jobs by lending to firms that are rehabilitating properties or addressing property code compliance issues. The total pool of funds available for lending includes an estimated \$680,000 for commercial rehabilitation and \$190,000 for code compliance. Commercial rehabilitation loans may range from \$10,000 to \$50,000; code compliance loans may range from \$10,000 to \$25,000. Exceptions on the lower end of the ranges may be considered by the City. EDC's fee for managing this pool of funds is \$25,000. In both contracts our services are to provide technical assistance to loan applicants, develop and fund new loans, and service the existing portfolio. The over-riding consideration in all activities is to support job

creation and retention. Kristin Decas opened the room for discussion, board members shared their comments. Kristin Decas called a motion to Delegate Authority to the President/CEO to Negotiate and Approve Renewal Agreements with City of Ventura, for the Provision of a CDBG Micro-Enterprise Loan Program and a Rehabilitation, Code and Compliance Loan Program, Both for the Term 7/1/24 – 6/30/25. Bob Engler moved to approve the motion and Cynthia Herrera seconded the motion. All Executive Members listed in attendance in favor, motion approved.

H. 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:

N/A

Executive committee comments:

Kristin Decas commented that World Oceans Day is Saturday June 8, 2024. She invited the executive board to the series of events occurring in observance of World Oceans Day.

EDC Staff announced that EDC goes dark in July and no Executive, Roundtable, and general board meetings would convene on this month till August.

Adjournment:

At 4:51pm Kristin Decas thanked everyone for attending and announced that the meeting is adjourned to August 7, 2024.