

MINUTES

EDC-VC EXECUTIVE COMMITTEE MEETING

December 3, 2025

Location: 4001 Mission Oaks Blvd., Suite P, Camarillo, CA 93012

Attendance: Bob Engler, *Chair* – City of Thousand Oaks
Kristin Decas —Port of Hueneme/Oxnard Harbor
John Bandek —Economic Roundtable Representative, City of Moorpark
Renee Delgado, City of Moorpark
Janice Parvin—County of Ventura
Peter Zierhut, Sec’y/Treasurer — Haas Automation

Absent: Dee Dee Cavanaugh—City of Simi Valley
Harold Edwards—Limoneira Company
Dr. Cynthia Herrera, *Vice Chair* — Community Colleges of Ventura County

Guests: NA

Staff: Bruce Stenslie—President/CEO
Stephanie González, Accounting & Administrative Specialist

Call to Order: 3:34 p.m. Board Chair Bob Engler welcomed everyone and expressed thanks for attending.

I. Amendment to the Agenda: N/A

II. Public Comment: N/A

III. Approval of Executive Committee Minutes: Bob Engler called a motion to approve November 5, 2025, meeting minutes. John Bandek moved to approve the motion and Janice Parvin seconded the motion. All members in attendance in favor, motion passed.

IV. Administration **A. Delegation of Authority to the President/CEO to Contract for Full-Service Bookkeeping, Accounting and Fractional CFO Services and for Approving Contracts**

for Short-Term Transitional Financial Management and Administrative Contract Services

Over the last several years we have been the beneficiary of extraordinary growth, in total revenue and in the expansion and diversification of program services.

Meanwhile, through that extraordinary period of growth, and while we have competed for and earned significant new funding based on performance, onboarded multiple programs and program staff, our fiscal operations capacity remains essentially unchanged over some 18 years, when our annual revenue was less than \$500,000 annually.

That noted, we have consistently had clean audits, no findings of any kind for more than a dozen years, continue to excel in program services and outcomes and continue to generate new revenues to support our mission.

Our financial management systems have been successful in documenting expenses for audit purposes but are not optimized for budget management, for cost allocation, leveraging and braiding multiple fund sources for maximum community service and outcome benefit, for forward-looking forecasting and managing cash flow, or for efficient onboarding and managing new program services and revenues.

This mismatch in growth, between program services and administrative infrastructure, has been long known. Each iteration of our strategic planning has called out the gap, and we have made incremental changes, but not systemically.

In response, this past year we opted to upgrade our accounting software, from QuickBooks Desktop to Blackbaud Financial Edge, but we have observed—as many have advised—that changing software is no assurance for accommodating our current and projected operational needs.

Procurement for Outsourced Full-Service Accounting and Fractional CFO: Given the considerations noted above, we have conducted a procurement for securing full-service bookkeeping, accounting and fractional CFO services. The RFP closed November 10 with several proposals received and as of this writing we are still in the process of evaluating them, with finalist interviews done by Tuesday December 2. Staff will make a specific contractor recommendation at the time of our meeting.

As there is no full board meeting again until January, the recommended action is to delegate approval authority to the President/CEO. This will allow us to get a contractor on board and moving by the start of the new calendar year.

We believe the outsourced model offers three enhancements over our current structure:

- Affordably allows us to bring on more overall financial management capacity;
- Specifically intended to secure CFO functionality, for budgeting, forecasting, grants management, etc.
- Allows us to scale up and down efficiently in what we project to be turbulent times ahead, both for public and private funding in economic development.

A copy of the RFP, released October 21 and closed November 10, is attached. It has been available on our website homepage and was also sent directly to eight known and recommended service providers from across the country. Prior to releasing the RFP we conducted an extensive survey of peer and partner organizations, of regional and national CPA and financial consulting firms, and our Ventura County Community Foundation, for the purpose of developing a diverse and comprehensive list of firms that provide consulting services in alignment with this scope of work. We sent a copy of the RFP to each and hosted Q&A sessions with several per request. We received seven proposals that met the RFP conditions.

Request for Qualifications for Financial Management and Administrative Support:

On related and also attached and posted on our website, with the same open and closing dates as the RFP noted above, is a separate Request for Qualifications (RFQ), soliciting proposals for two separate scopes of work:

1. Advisory and technical assistance services for facilitating the on-boarding of new Accounting and CFO service contractor/partner;
2. Advisory and technical assistance for improving the integration of program and financial management systems.

These two components are intended to be transitional only, RFQ scope #1 for facilitating the integration of a new accounting partnership and RFQ scope #2 for support in assuring our capacity for integrating the new accounting structure with program management and reporting.

Chair Bob Engler called for a motion. Peter Zierhut moved that the Executive Committee delegate authority to the President/CEO, for:

- 1) executing an agreement with YPTC not to exceed \$150,000 annually for providing full-service bookkeeping, accounting and fractional CFO services; and
- 2) executing agreements with Longboard Management Consulting and Estrat Consulting, not to exceed \$25,000 each, for providing short-term transitional financial management and administrative contract support services.

Renee Delgado seconded the motion, all members in attendance in favor, motion passed.

B Delegation of Authority to the President/CEO to Accept and Execute Grant Agreements with the CA Public Utilities Commission and with School Districts in Lompoc, Moorpark, Ojai, Oxnard and Santa Paula, for Implementing CA Advanced Services Fund Adoption Account Digital Upskilling Programs.

EDC serves as fiscal agent and lead for the Pacific Coast Broadband Consortium, which consists of public and private high-speed communications stakeholders across Ventura, Santa Barbara and San Luis Obispo Counties. We are one among 15 regional Broadband Consortia designated and funded by the CA Public Utilities Commission (CPUC). Our purpose is to facilitate regional broadband deployment (investments in physical infrastructure) and adoption (the process by which individuals and businesses obtain access to the internet, at a speed, quality, affordability and capacity to optimize use).

Also over the last several years—consistent with our Broadband Consortium role for promoting broadband adoption, and through the support of Trailer Bill funding secured by Assemblymember Jacqui Irwin—EDC has served as the provider and coordinator of Digital Upskilling training. One concentration of that curriculum has been for what we describe as “Computer Basics” for adult learners, part of our intention to help close the digital divide.

The Computer Basics course teaches adult learners the essential computer skills and confidence they need to navigate digital devices, be more technically proficient in the workplace, advance to better jobs and access additional training and education opportunities. Students learn the basic functions of operating a Chromebook, using a keyboard and mouse, using the internet safely, creating and using documents, using email and participating in video calls.

The Computer Basics curriculum is essentially open source, available with a tutorial and on a “turnkey” basis for schools and other training partners to adopt. Several school districts and non-profit training providers have taken up the curriculum, implementing it through existing “adult school” and related revenue sources, but several are also continuing to collaborate with EDC for identifying other sources for continued funding and operation.

CPUC Adoption Account Funding: Anticipating that our Digital Upskilling fund secured through Assemblymember Irwin is soon exhausted, staff have been seeking alternative funding sources. A primary source is the CPUC’s “CA Advanced Services Fund” Adoption Account, specifically targeted to the kinds of training programs we have developed. Accordingly, and in collaboration with school districts in Lompoc, Moorpark, Ojai, Oxnard and Santa Paula, EDC submitted five grant proposals for a total of \$669,398. On November 26 the CPUC issued award letters for each of the five grants. Included in those funds are designations for \$168,000 in purchases of computing devices (Chromebooks mostly). Each of the five school districts have committed to an average trainee completion cost of approximately \$470.00. The training is to be completed over a period not to exceed two years.

Related Broadband Consortium Activities: For additional context, our core funding for our Tri-County Broadband activities is through the CPUC’s Advanced Services Fund “Consortium Account.” We have received that funding nearly continuously since 2014, generally at \$125,000 annually. Our current funding expires in March 2026. The CPUC has approved another round of Consortium Account funding (we anticipate for a new three-year cycle, consistent with past practice) but CPUC staff has not yet released a Notice of Funding Availability. We are in close contact with both the CPUC and with the several Consortia throughout the state for providing input on the distribution and guidelines for deploying those funds.

At the same time, we are working closely with the CA Emerging Technology Fund for access to and the deployment of Community Benefits Agreement funding relating to the Verizon/Frontier merger, with funding also designated for supporting businesses competing in a digital world. Optimistically, we anticipate participating in that fund distribution, augmenting our work in the deployment of digital upskilling training regionally and statewide.

Today's recommended delegation of authority will allow us to execute the several grant receipt and training agreements in a timely manner for implementation starting in early 2026.

Our lead for our broadband activities is [Shelby Arthur](#), and for workforce training, including digital upskilling, is [Jaime Fall](#). They, along with our former employee/grant writing partner, Monica Estrella, should be commended for their leadership roles in this work and for securing the Adoption Account funding that allows us to continue our leadership role in digital upskilling.

Chair Bob Engler called for a motion. Janice Parvin moved **to** delegate authority to the President/CEO to accept and execute grant agreements with the CA Public Utilities Commission and with school districts in Lompoc, Moorpark, Ojai, Oxnard and Santa Paula, for implementing CA Advanced Services Fund Adoption Account Digital Upskilling Programs.

Renee Delgado seconded the motion, all members in attendance in favor, motion passed.

C. Annual Meeting Event Planning, January 15, 2026

The discussion for this item focuses on the location, content and general flow of the 2026 Annual Meeting (note, today's agenda includes a separate memo on governance issues to be addressed at the Annual Meeting).

Meeting Place, Time, Process:

- Location: We have reserved the ballroom and side meeting room at the [Moorpark Country Club](#), 11800 Championship Drive. This is a new location for us; staff is very pleased with our first time in Moorpark and for the collaborative reception by the CC staff and city officials.
- Meeting Time, Process:
 - ✓ *We will convene a short Board meeting from 3:00 to about 3:30 for taking formal action for the election of Officers, appointment of Executive Committee and other administrative items.*
 - ✓ The Board recesses by 3:30 to join the networking with staff and guests.
 - ✓ Guests are invited to arrive starting at 3:00 for networking. We anticipate approximately 200 in attendance, a broad mix of public and mostly private sector partners and stakeholders.
 - ✓ We will re-convene at 4:00 for the program, running until approximately 5:15.
 - ✓ More networking and a buffet dinner follow, open until 8:00 PM.

Theme: Film has thrived in Ventura County since the 1920s. From Hollywood's golden era to modern productions, our communities have provided iconic locations, skilled crews, and a welcoming culture. Today, the EDC, serving as the [Ventura County Film Commission](#) (VCFC), is convening regional partners to strengthen a film-ready ecosystem—one that converts creative activity into local jobs, small-business revenue, and community pride.

Our Core Purpose by this focus is to elevate awareness of the region's role in film production, share county and city best practices, motivate enhancements to "film ready" public planning processes and regulations, increase business engagement and spotlight the economic and workforce benefits of a thriving film industry.

Rather than a single keynote speaker we will feature an impactful lineup of speakers, from governance/leadership to business practitioner experience. More detail on speakers when we meet.

Sponsorships: Please see the attached “Save the Date” flyer for the sponsorship levels, unchanged from the prior year. It may be helpful to note that aside from membership dues, this is our only funding ask each year. The event is not high cost to produce, but our goal is to net at least \$40,000 annually, which is flexible funding we can use to plug gaps that restricted grant funds cannot.

This item was for information only.

D. Consideration of Executive Committee Membership and Officer Appointments for 2026.

Our EDC Bylaws provide extensive guidance on the Annual Meeting and its required or directed agenda items.

- Annual Meeting, Date: Section 2.4c, states that the Board shall hold its Annual Meeting in January. This year’s meeting is on January 16, 2026 (*more on the time by separate memo*).
- Executive Committee Serves as Nominating Committee for Officers: Section 2.8 directs that the Executive Committee shall serve as a Nominating Committee, for putting forth a slate of Officers at the Annual Meeting. Today’s item is for discussion only; the Executive Committee will take action on the nominations at its January 2026 meeting.
- Officers and Term Specified: Section 3.1 defines the Officers as Chair, Vice-Chair, Secretary, Treasurer and President. The President’s appointment is established by contract, through November 25, 2027, though the bylaws stipulate annual election of officers. The Chair, Vice-Chair and Secretary/Treasurer are to be elected by the full Board for one-year terms at the Annual Meeting. Based on past practice, our incoming Chair for 2026 is current Vice-Chair, Cynthia Herrera, Ventura County Community College District.
- Alternating Public & Private Sector Chair: Section 3.1a specifies that “the Chair and Vice-Chair will alternate between its [the board’s] public and private sector representatives.” Given that alternation, the Committee’s selection for the 2026 Vice Chair will be from our public sector membership (recalling that though VCCCD is a “public” entity, per our bylaws “public” is defined exclusively as elected officials from the County and Cities.
- Executive Committee Appointments at Chair’s Discretion: Section 3.3 states that: “An Executive Committee comprised of nine Board members, including the Chair, Vice Chair, and Secretary/Treasurer, *with the balance selected by the Chair, subject to Board approval*, shall be established each year at the first Board meeting of the calendar year. 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. This member of the Executive Committee shall also be designated as a liaison to the EDC-VC Board of Directors, consistent with Section 2.7 of these bylaws.”

Today’s discussion focused on three items.

1. Consideration of nomination of the 2026 Vice Chair, from among the Executive Committee’s Public Sector membership.
2. Consideration of nomination of the 2026 Secretary/Treasurer, a seat Peter Zierhut, Haas Automation, has held continuously since 2017.
3. Consideration of any new membership for the Executive Committee in 2026, assuring a “bench” for succession planning, for EDC Officers going forward.

E. President’s Report. Bruce Stenslie shared an overview of the various local, regional, and other community meetings and partnerships.

**V. New and
Unfinished
Business:**

NA

**VI. Executive
Committee
Comments:**

NA

VII. Adjournment:

Bob Engler called the meeting adjourned at 5:00 pm to January 7, 2026.