



MINUTES
EDC-VC BOARD OF DIRECTORS MEETING
January 15, 2026

Location: Moorpark Country Club, 11800 Championship Dr, Moorpark, CA 93021

Attendance: Bob Engler—City of Thousand Oaks, *Board-Chair*
Brian Tucker – *Ventura County West (Liaison)*
Celina Zacarias—California State University Channel Islands
Chris Meissner – Meissner Filtration
Dr. Cynthia Herrera – Ventura County Community College District, *Vice Chair*
Dr. Martita Martinez Bravo – City of Camarillo
Gerhard Apfelthaler – California Lutheran University
Jess Lopez – City of Port Hueneme
Jim Eubanks—KPMG
Kristin Decas—Port of Hueneme, Vice Chair
Martin Erickson—*Ventura County Transportation Commission (Liaison)*
Mike Silacci—VCEDA
Abdiel Garcia—Montecito Bank & Trust
Rachel Lang- City of Ojai
Renee Delgado – City of Moorpark
Sarah McLelland—Cal Private Bank
Albert Mendez – City of Fillmore
Bill McReynolds—City of Ventura
Dee Dee Cavanaugh—City of Simi Valley
Henry Dubroff—Pacific Coast Business Times
Janice Parvin—County of Ventura, Board of Supervisor
John Bandek—City of Moorpark, *Ec Dev Roundtable Chair (Liaison)*
Jeff Gorell—County of Ventura
Jeremy Goldberg—Central Coast Labor Council
Pedro Chavez – City of Santa Paula
Sim Tang Paradis—City National Bank
Trevor Zierhut —Haas Automation
Stephanie Caldwell – Tri- County Chamber Alliance

Absent: Nan Drake – E.J. Harrison Industries
Harold Edwards -- Limoneira Company
Luis McArthur —City of Oxnard

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

Guests: Full community attendance at meeting convened at 4:00.

Call to Order: Board Chair Bob Engler welcomed everyone. The meeting began at 3:07pm.

Amendment to the Agenda: None

Public Comment: None

Approval of Meeting Minutes: **Approval of Meeting Minutes September 18, 2025**
Board Chair Bob Engler opened discussion and invited comments from members of the board regarding September 18, 2025, board minutes. Bob Engler called a motion to approve September 18, 2025, meeting minutes. Supervisor Janice Parvin moved the motion and Renee Delagado seconded. All Board members listed in attendance in favor, motion carried.

Financial Report: **Approval of September, October, November 2025 Financials**
Board Chair Bob Engler opened discussion and invited comments from members of the board regarding the 2025 Financials. Bob Engler called a motion to approve the Financials. Micke Silacci moved to approve the motion and Albert Mendez seconded the motion. All Board members listed in attendance in favor, motion carried.

Administration: **A. Consideration of Federal and State 2024 Tax-Exempt Organization Returns.**
The Board is asked to ratify the Executive Committee’s approval of the EDC-VC 2024 Federal Return of Organization Exempt from Income Tax (Form 990) and the 2024 California Exempt Organization Annual Information Return (Form 199). The Board previously approved the 2024 audited financial statements in September. The returns, prepared by Farber Hass Hurley LLP in coordination with Singer Lewak Accountants & Consultants, are required to maintain the organization’s nonprofit tax-exempt status and are consistent with the audited financials. The Executive Committee reviewed and approved the filings in November and recommended submission to the full Board. Staff filed the returns by the extended deadline with the IRS and California Franchise Tax Board.

Bob Engler called a motion to approve. Dee Dee Cavanaugh moved the motion and Celina Zacarias seconded. All Board members listed in attendance in favor, motion carried.

B. Consideration to Ratify the Executive Committee’s Approval of the 2026 Small Business Development Service Center Agreement and Modifications with Long Beach City College, Estimated in Total at \$480,000.

The Board is asked to ratify the Executive Committee’s delegation of authority to the President/CEO to execute the 2026 Small Business Development Center (SBDC) grant agreement and any related modifications with Long Beach City College, with core funding estimated at \$480,000. EDC has served as the Ventura and Santa Barbara Counties SBDC since 2010, with primary funding from the U.S. Small Business Administration, supplemented by GO-

Biz Capital Infusion Program (CIP) and Technical Assistance Program (TAP) funds previously approved by the Board in October 2025. The grant requires a 100% match, met through a combination of County and city contributions, GO-Biz CIP funds, and regional in-kind support. For the current performance period, the SBDC exceeded key goals, serving 1,862 clients (109% of goal), supporting 136 capital infusion transactions (109%), and launching 66 new businesses (105%), while generating 312 jobs created, 447 jobs retained, \$69.3 million in revenue growth, and \$33.3 million in capital infusion. Delegation is requested to ensure timely execution of the 2026 agreement upon receipt and avoid any disruption in services or invoicing.

Bob Engler called a motion to approve. Pedro Chavez moved the motion and Abdiel Garcia seconded. All Board members listed in attendance in favor, motion carried.

C. Consideration to Ratify the Executive Committee’s Approval of Agreement to Contract with YPTC for Full Service Outsourced Bookkeeping, Accounting and Fractional CFO Services and for Approving Short-term Contracts for Financial Management and Administrative Support Services.

The Board is asked to ratify the Executive Committee’s delegation of authority to the President/CEO to (1) execute an agreement with YPTC (Your Part-Time Controller) for up to \$150,000 annually to provide outsourced bookkeeping, accounting, and fractional CFO services, and (2) execute up to two short-term transitional contracts not to exceed \$25,000 each for financial management and administrative support. This action responds to significant organizational growth in revenue and program complexity, which has outpaced existing fiscal infrastructure despite consistent clean audits. Following a competitive RFP process resulting in seven qualified proposals, staff recommended YPTC to strengthen budgeting, forecasting, grants management, and scalable financial oversight. A related RFQ process supports short-term onboarding and integration of new financial systems and program reporting. The delegation ensures timely implementation of enhanced financial management capacity while maintaining uninterrupted operations, and the Board acknowledged the longstanding excellence of the current fiscal team during this transition.

Bob Engler called a motion to approve. Kristin Decas moved the motion and Dr. Martita Martinez-Bravo seconded. All Board members listed in attendance in favor, motion carried.

D. Recommendation to Receive and File 2025 Impact Report

The Board received and filed the 2025 EDC Community Impact Report. Transitioning from prior “year-end highlights” documents, the Impact Report provides a narrative summary of annual programmatic achievements and is available in English and Spanish online and at the Annual Meeting. Led by Stephanie Gonzalez, with staff contributions and design support from Elena Trevino Design, the report highlights key program areas including Small Business Development Center performance (including international trade and Accelerate California), lending programs, workforce training and Digital Upskilling, Uplift Central Coast, Ventura County Film Commission, Pacific Coast Broadband Consortium, and selected client success stories. The report is intended as a stakeholder-facing impact summary rather than a formal annual report, and staff look forward to building on this work in 2026.

Bob Engler called a motion to approve. Mike Silacci moved the motion and Celina Zacarias seconded. All Board members listed in attendance in favor, motion carried.

E. Election of Officers

The Board approved the Executive Committee’s nomination of Officers for 2026: Chair – Cynthia Herrera (Community Colleges of Ventura County); Vice Chair – Janice Parvin (Ventura County Supervisor, District 4); Secretary/Treasurer – Peter Zierhut (Haas Automation); and President – Bruce Stenslie. Officer terms are one year, and consistent with the bylaws, the Chair and Vice

Chair alternate between public and private sector representatives; the 2026 Chair is selected from the private sector. The President/CEO role remains combined and is secured through contract through November 2027, with the annual evaluation completed by the Executive Committee in October and November 2025. The slate was presented by the Executive Committee, serving as the Nominating Committee, and approved at its January 7, 2026 meeting.

Bob Engler called a motion to approve. Chris Meissner moved the motion and Celina Zacarias seconded. All Board members listed in attendance in favor, motion carried.

F. Appointment of Executive Committee:

The Board approved the 2026 Executive Committee slate as presented by the Chair nominee. Members include: Kristin Decas (Port of Hueneme), Harold Edwards (Limoneira Company), Cynthia Herrera (Community Colleges of Ventura County, Chair), Peter Zierhut (Haas Automation, Secretary/Treasurer), Dee Dee Cavanaugh (City of Simi Valley), Renee Delgado (City of Moorpark), Bob Engler (City of Thousand Oaks), Janice Parvin (County of Ventura, Vice Chair), and John Bandek (City of Moorpark, Economic Development Roundtable representative). In accordance with the bylaws, the Executive Committee is comprised of nine Board members, including the officers, with remaining members selected by the Chair and approved by the Board. The Roundtable representative serves as an advisory Board member consistent with bylaws.

Bob Engler called a motion to approve. Chris Meissner moved the motion and Dr. Martita Martinez-Bravo second. All Board members listed in attendance in favor, motion carried.

**Break then Convene
Annual Meeting
Program at 4:00 PM**

Board Chair Bob Engler called for a break in the meeting at 3:40 pm and to re-convene to annual meeting program at 4:00.

**☑ Welcome &
Sponsor
Recognition, Bruce
Stenslie,
President/CEO**

**☑ 2025
Achievements, Bob
Engler, Chair 2025**

**☑ Priorities for 2026,
Chair Nominee,
Cynthia Herrera**

**☑ Panel Discussion,
Ventura County
Film**

**☑ Recognitions
VIII. Adjourn to
February 19, 2026.**