



Simi Valley Council On Aging (COA) Monthly Meeting

Agenda

Monday, December 11, 2017

1:00 p.m.

Simi Valley Senior Center

3900 Avenida Simi, Simi Valley, CA 93063

Please silence your cell phones

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Agenda Review
4. Approval of Minutes
5. Report of COA Chair
6. Representative Reports
 - A. City Council (Mike Judge)
 - B. Community Services (Mara Malch)
 - C. Senior Center (Angel Sierra)
 - D. Ventura County Area Agency on Aging (Antoinette Olson & Neill Spector)
7. Presentations - none
8. Public Statements

This is the time reserved for individuals who wish to make public statements or comments on items within the subject matter and jurisdiction of the COA.
9. Informational Presentations
 - A. Announcement of COA Executive Board Applicants
10. Officer, Liaison, Program Manager, and Ad Hoc Committee Reports
 - A. Officer Reports
 1. Vice Chair (Char Jackowicz)
 2. Treasurer- (Karen Cline, Balance Sheet, Profit & Loss Budget vs. Actual, see attached)
 3. Corresponding Secretary (Kenneth Sinn)
 - B. Liaison and Program Manager Reports
 1. Senior Share Liaison (Joe Beautz, Ralph Sardon)
 2. Lifeline Liaison (Don Novell)
 3. Meals On Wheels Liaison (John H. Williams, see attached)

Council On Aging Mission Statement

The mission of the Simi Valley Council On Aging, an advisory body elected by senior citizens and appointed by the Simi Valley City Council, is to identify the needs of senior citizens in this community. The Council On Aging serves as an advocate to support programs and services providing seniors with maximum independence, safety, and quality of life.

4. Housing Liaison (Judy Pepiot)
 5. Senior Kits (Antoinette Olson)
- C. Ad Hoc Committee Reports
1. Dance Committee (Char Jackowitz & Stephanie Newbrook)
 2. COA Executive Board Nomination (Ken Sinn)
 3. Wayne Templeton Volunteer Nomination (Sharon McCann)
 4. Annual Fund Drive (Sharon McCann)
11. Continued Business - none
12. New Business
- A. Discussion/Action on COA's participation in the Simi Valley Community Council and allocating funding for associated costs (Sharon McCann)
 - B. Discussion/Action regarding the COA's Monthly Dance Committee (Char Jackowitz and Sharon McCann)
13. Announcements of Upcoming Senior Center Events
- A. New Year's Eve Dance - Saturday, December 30, 2017 from 7:00 to 11:00 p.m.
14. Suggested Agenda Items for the January 8, 2018 COA Annual meeting
15. Adjournment

/s/
Mara Malch
Deputy Community Services Director

If any individual has a disability that may require accommodation to participate in this meeting, please contact the Simi Valley Senior Center at (805) 583-6363. Upon advance notification of the need for accommodation, reasonable arrangements will be made to provide accessibility to the meeting.

DRAFT MINUTES

1. Call to Order and Pledge of Allegiance – Sharon McCann called the meeting to order at 1:02 p.m. John Schick led the Pledge of Allegiance.
2. Roll Call – Ken Sinn called Roll Call. Members present were: Jean Cecil, Karen Cline, Al Fournier, Ed Mazeika, Sharon McCann, and Ken Sinn. Char Jackowicz and Antoinette Olson were excused. Corresponding Secretary Ken Sinn verified there was a quorum present. Recording Secretary Stephanie Newbrook was about ten minutes late due to an appointment and was present for the rest of the meeting. She arrived during Agenda Item 5.
3. Agenda Review – By consensus of the Executive Board, the agenda was approved as presented.
4. Approval of Minutes - The minutes of October 9, 2017, were approved by a consensus of the Executive Board.
5. Report of COA Chair - Sharon McCann stated that she had attended the Senior Summit at CSU-Channel Islands along with several other Simi Valley seniors including COA Executive Board members Stephanie Newbrook and Char Jackowicz. Sharon McCann and John Williams attended the Annual Simi Valley Volunteer Fair at the Library on November 2. Sharon also mentioned Veterans Day and the upcoming Thanksgiving holiday. The COA is still seeking nominations for the Wayne Templeton Award and applications for the COA Executive Board. She gave a brief overview of the COA's mission, stating that Executive Board members are expected to attend monthly meetings and serve on committees.
6. Representative Reports
 - A. City Council – Mayor Pro Tem Mike Judge stated that the Town Center is owned by an out-of-state investor, not the City. He said the current owner would like to use half of the site for residential property but this would require approval by the City Council to be re-zoned. Carl's Jr. on Erringer and Cochran is being remodeled. He said that funding for the patio has been allocated, but further details about the project will be forthcoming. Major work planned for Griffin Plaza will be completed in phases. A member asked about street maintenance and Mayor Pro Tem Judge stated that the streets are maintained on a rotation schedule but that citizens should report potholes so the City can fix them.
 - B. Community Services - Mara Malch encouraged members to attend a reception for Angel Sierra, the new Community Services Manager, immediately following the meeting.

- C. Senior Center - Angel Sierra invited audience members to attend a variety of November events at the Senior Center, including an original musical comedy "The Wizard of Claus," the annual Thanksgiving Eve Dinner, Glam-A-Thon, and presentations on the early warning signs of dementia, skin care for seniors, passing your next driving test, and the Pilgrims' voyage on the Mayflower.
 - D. Ventura County Area Agency on Aging – No report.
7. Presentations
- A. Parliamentary Procedures – City of Simi Valley Attorney's Office. Assistant City Attorney Dion O'Connell briefly discussed parliamentary procedure and distributed a useful and concise handout, "Brown Act in a Nutshell."
 - B. Senior Housing Development on Sycamore – Area Housing Authority, to provide follow-up to questions from October COA meeting
Michael Nigh, Executive Director of the Ventura County Area Housing Authority, gave answers to questions from the October meeting about the senior portion of the development. Satellite dishes will be allowed for each unit. The use of solar energy is still being considered, but it is expensive. Energy-efficient electric ranges, rather than gas ranges, are proposed for use in these units. There will be step-in showers on floors two and three of the building and roll-in showers on the first floor. All units will be one-bedroom for low and very-low income seniors. Projected occupancy date is June 2020.
8. Public Statements – None.
9. Information Presentation
- A. Overview of the Public Input Process for the FY 2018-19 Budget Priorities
Former Simi Valley Mayor Greg Stratton listed and explained the reasons the City is having budget issues. To help deal with the situation, a survey has been devised which will enable citizens to give their input regarding what they think should be budget priorities and ideas to raise revenue. The Budget Advisory Committee will then provide the survey results to the City Council. Computers are available for public use at the Library and the Senior Center for anyone who needs to access the survey which is available only online at www.simivalley.org/yourcityyourmoney .
 - B. Certificate of Commendation to Don Novell – The COA's bookkeeper Don Novell recently discovered \$29,000 in fraudulent activity in the COA's checking account. Because of his diligence and quick action, Mr. Novell was able to stop the theft of COA money with no actual loss to the COA. He has since instituted pro-active measures to protect COA accounts in the future. The certificate was presented by Mayor Pro Tem Mike Judge and Don Novell received a standing ovation.

10. Officer, Liaison, Program Manager, and Ad Hoc Committee Reports

A. Officer Reports

1. Vice Chair - Char Jackowicz had no report.
2. Treasurer – Karen Cline referred to the Balance Sheet, Profit & Loss, and Budget v. Actual reports on pages 7 and 8 of the agenda packet and reported that the COA's most recent fundraisers raised more than \$5,000.
3. Corresponding Secretary - Ken Sinn reported that four thank you letters were sent out last month.

B. Liaison & Program Manager Reports

1. Senior Share Liaison – Joe Beautz reported that the program has 81 recipients and the pick-up time is being shortened to 9:00 to 10:00 a.m. There will be no distribution on December 26, 2017, and service will resume on January 2, 2018.
2. Lifeline Liaison – Don Novell had no report.
3. Meals On Wheels Liaison - John Williams referred to the report on page 9 of the agenda packet. He reported that the MOW program served 3,110 meals in October and that they are now serving 104% of yearly contracted meals.
4. Housing Liaison - Judy Pepiot referred to her report on Page 10 of the agenda packet. Ms. Pepiot added that Camino Esperanza is having difficulty filling units for disabled seniors who are age 62 plus because they must meet the Tri-Counties Regional Center's definition of a development disability, i.e. Cerebral Palsy, Epilepsy, Autism or Intellectual Disability. The disability must have also originated prior to age 18 and the intake process to the Regional Center can take up to 180 days. People can call the resident manager Tony Conte at (805) 791-3493 for more information.
5. Senior Kits - Sharon McCann reported that the goal was to distribute 150 senior kits and last month they reached 149. The new goal is 175 kits and the next distribution date is December 14.

C. Ad Hoc Committee Reports

1. Dance Committee - Stephanie Newbrook stated that attendance was down at the November dance, perhaps because of the date change due to the Veterans Day holiday. The next opportunity to buy tickets to the New Years Eve Dance will be at the next Friday night dance on December 8. Jean Cecil added that she will assist anyone who wants to purchase tickets before then.

2. Senior Support Committee - Karen Cline said there has been no action by the Committee. By consensus of the Executive board, the Committee was disbanded.
 3. Arts & Crafts Fair (Antoinette Olson) – No report.
 4. COA Executive Board Nomination - Ken Sinn said the Nomination Committee is still looking for nominees.
 5. Wayne Templeton Award – Only one nomination has been received to date.
 6. Annual Fund Drive – Sharon McCann had no report.
11. Continued Business – None.
12. New Business
- A. Discussion/Action on a request by Rancho Simi Recreation and Park District that the COA purchase a Glass Kiln, not to exceed \$1,200 (see attached).

There was discussion which included that the purchase of a glass kiln would meet the increased demand, it is a “glass fusion” kiln that is 16” x 16” and can fire 12 projects at a time. The kiln will be property of the COA and available for use for classes at the Senior Center.

Motion made by Karen Cline and seconded by Ed Mazeika.
Audience Ayes 18 Nays 1 Abstentions 3
Board Ayes 6 Nays 0 Abstentions 1

Motion passed.
13. Announcements of Upcoming Senior Center Events
- A. COA Dance – Friday, December 8, 2017 from 7:30 to 10:00 p.m.
 - B. New Year’s Eve Dance – Saturday, December 30, 2017 from 7:00 to 11:00 p.m.
14. Suggested Agenda Items for the December 11, 2017 COA Meeting – None.
15. Adjournment - By consensus of the Executive Board, the meeting was adjourned at 2:52 p.m.

9:01 AM
11/21/17
Cash Basis

Council on Aging
Balance Sheet *
As of November 21, 2017

AGENDA ITEM NO.
10.A.2

	<u>Nov 21, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
SVSS Endowment Fund	18,235.30
US Bank Checking 5601	
Drama Club	1,144.12
US Bank Checking 5601 - Other	4,846.92
Total US Bank Checking 5601	<u>5,991.04</u>
US Bank Savings	
MOW Rst.	30,000.00
US Bank Savings - Other	176,765.82
Total US Bank Savings	<u>206,765.82</u>
1040 · Petty cash	
1041 · Cash Drawer	300.00
1042 · Dance Cash Drawer	100.00
Total 1040 · Petty cash	<u>400.00</u>
Total Checking/Savings	<u>231,392.16</u>
Total Current Assets	<u>231,392.16</u>
TOTAL ASSETS	<u>231,392.16</u>
LIABILITIES & EQUITY	
Equity	
Activities	96,769.50
Discretionary	24,533.29
LifeLine	1,317.68
Meals On Wheels	-12,055.55
Reserve	41,806.27
Services & Programs	-1,559.11
3001 · Opening Bal Equity	13,402.95
3010 · Unrestrict (retained earnings)	49,722.77
Net Income	17,454.36
Total Equity	<u>231,392.16</u>
TOTAL LIABILITIES & EQUITY	<u>231,392.16</u>

9:03 AM
11/21/17
Cash Basis

Council on Aging
Profit & Loss by Class
July 1 through November 21, 2017

	<u>Jul 1 - Nov 21, 17</u>
Ordinary Income/Expense	
Income	
4 · Contributed support	
4010 · Individual Contribution	2,227.37
4015 · Business Contribution	10,149.74
4 · Contributed support - Other	100.00
Total 4 · Contributed support	<u>12,477.11</u>
5 · Earned revenues	
5310 · Interest-savings/short-term inv	6.62
5340 · Other investment income	476.92
5450 · Advertising revenues	210.37
5490 · Miscellaneous revenue	8,460.31
5560 · Tickets	8,300.00
5570 · Drawings	103.00
5580 · Table Reservations	2,730.00
Total 5 · Earned revenues	<u>20,287.22</u>
Total Income	<u>32,764.33</u>
Gross Profit	32,764.33
Expense	
7000 · Grant & contract expense	200.00
7200 · Contracted personnel services	
7220 · Musicians & bands	3,875.00
7200 · Contracted personnel services - Other	100.00
Total 7200 · Contracted personnel services	<u>3,975.00</u>
7500 · Other personnel expenses	
7540 · Professional fees - other	800.00
Total 7500 · Other personnel expenses	800.00
8100 · Non-personnel expenses	
8110 · Supplies	4,793.17
8112 · Food	348.01
8120 · Advertising	129.50
8125 · Video Rentals	85.75
8160 · Equip rental & maintenance	97.50
8165 · Equipment Purchase	1,415.01
8170 · Printing & copying	53.63
Total 8100 · Non-personnel expenses	<u>6,922.57</u>
8500 · Misc expenses	
8515 · Grants	1,000.00
8530 · Membership dues - organization	175.00
8545 · Mileage	218.40
8590 · Other expenses	2,019.00
Total 8500 · Misc expenses	<u>3,412.40</u>
Total Expense	<u>15,309.97</u>
Net Ordinary Income	<u>17,454.36</u>
Net Income	<u><u>17,454.36</u></u>

COA Home Delivered Meals Report - FY17/18

	Total Meals	Senior Meals	Service Days	Average Meals per Day	Y -T- D Meals	Unduplicated Clients		Donations Received
						New	Y-T-D	
Jul	2845	2821	20	142.3	2845	170	170	\$ 3,072.00
Aug	3408	3384	24	142.0	6253	10	180	\$ 3,017.00
Sept	2880	2860	20	144.0	9133	4	184	\$ 2,223.50
Oct	3149	3110	22	143.1	12282	11	195	\$ 3,205.60
Nov	3099	3071	22	140.9	15381	5	200	\$ 3,237.00
Totals:	15,381	15,246	108	142.42	15,381	200	200	\$ 14,755.10