



Simi Valley Council On Aging

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Simi Valley Council On Aging (COA) Monthly Meeting

Agenda

Monday, January 8, 2018

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 (Council Member Judge)
 - B. Community Services (Mara Malch)
 - C. Senior Center (Angel Sierra)
 - D. Ventura County Area Agency on Aging (Antoinette Olson & Neill Spector)
7. Presentations
 - A. Wayne Templeton Volunteer of the Year Award (Sharon McCann)
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 - None

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.

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. Meals On Wheels Liaison (John H. Williams, see attached)
 3. Housing Liaison (Judy Pepiot)
 4. Senior Kits (Antoinette Olson)
 - C. Ad Hoc Committee Reports
 1. Dance Committee (Char Jackowicz & Stephanie Newbrook)
 2. Bingo Bonanza (Sharon McCann)
11. Continued Business - none
12. New Business
 - A. Introduction of COA Executive Board candidates
 - B. Open election by the COA general membership to recommend five candidates for the COA Executive Board
 - C. Discussion/Action on a recommendation to the City Council to appoint the COA Executive Board candidates elected by the general membership
13. Announcements of Upcoming Senior Center Events
 - A. Bingo Bonanza - Saturday, February 24, 2018 from 9:30 a.m. to 3:00 p.m.
14. Suggested Agenda Items for the February 12, 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. Al Fournier led the Pledge of Allegiance.
2. Roll Call – Stephanie Newbrook called Roll Call. Members present were Jean Cecil, Al Fournier, Char Jackowitz, Ed Mazeika, Sharon McCann, Stephanie Newbrook, and Ken Sinn. Karen Cline arrived during Agenda Item 6. C. Antoinette Olson was excused. Recording Secretary Stephanie Newbrook verified there was a quorum present.
3. Agenda Review – By consensus of the Executive Board, the agenda was approved as presented.
4. Approval of Minutes - The minutes of November 13, 2017 were approved by a consensus of the Executive Board.
5. Report of COA Chair - Sharon McCann thanked Karen Cline and Ken Sinn for being on hand to welcome seniors to the Thanksgiving dinner last month. She also thanked the Rotary Club of Simi Sunrise for providing the Thanksgiving Eve Dinner and extended appreciation to Char Jackowitz who is stepping down from her position as a Dance Committee Co-Chair.
6. Representative Reports
 - A. City Council – Mayor Pro Tem Mike Judge noted that the past week has been a little frightening for Simi Valley residents because of the wildfires burning in surrounding areas. He said that the new Smash Burger has its signs up and should be opening soon. The Black Bear Diner opening has been pushed back a little. Presto Pasta is remodeling the inside of its new building and Wing Stop is opening. The big project at the top of Madera is beginning with demolition and will include a restaurant, entertainment center, a Hyatt Place hotel and a 400-seat convention center. Denny's is closing down and does not have a new location lined up.
 - B. Community Services - Mara Malch recommended to the audience members that the best way to obtain accurate fire information updates is to sign up to receive alerts at www.readyventuracounty.org, at www.nixle.com for both email and text alerts, and by checking online at www.fireline.ventura.org. Ms. Malch congratulated and thanked the Senior Center Drama Club for its great Christmas production, "Wizard of Claus" and wished everyone safe and healthy holidays.
 - C. Senior Center - Angel Sierra added that there were over 300 attendees at the two performances of "Wizard of Claus." Free Alzheimer's and Dementia counseling is coming to the Senior Center beginning in January 2018. There will be another free program "Walk with Ease," a six-week

exercise program developed by the Arthritis Foundation that will begin on January 9, 2018. Participants can sign up for both activities at the Senior Center main desk.

- D. Ventura County Area Agency on Aging - No report.
- 7. Presentations – None.
- 8. Public Statements – None.
- 9. Informational Presentations
 - A. Announcement of COA Executive Board Applicants - Ken Sinn reported that there are five openings on the Executive Board and there are six applicants: Al Fournier, Jerie St. Germain, Char Jackowitcz, Larry Kaplan, Janet Plant, and Pete Stong.
- 10. Officer, Liaison, Program Manager, and Ad Hoc Committee Reports
 - A. Officer Reports
 - 1. Vice Chair - Char Jackowitcz had no report.
 - 2. Treasurer - Karen Cline noted that the current Balance Sheet and Profit and Loss reports are included in the agenda packet. She said she does not know yet how much money was raised from the jewelry sale, but that the sale did very well.
 - 3. Corresponding Secretary - Ken Sinn said the COA sent a thank you to the Rotary Club of Simi Sunrise for providing the Thanksgiving Eve dinner last month. He also said the COA received a letter from Rancho Simi Recreation and Park District, thanking it for supporting the 2017 Community Games.
 - B. Liaison & Program Manager Reports
 - 1. Senior Share Liaison - No report.
 - 2. Lifeline Liaison - Don Novell announced that after 32 years, the Simi Valley Hospital is transitioning back to Phillips Lifeline for emergency alert device monitoring and administration. Current subscribers will continue to receive their service at the discounted rate for a period of one year, after which they will be required to pay the full Phillips Lifeline rate. Mr. Novell stated the decision to transition to Philips was made by the corporation that owns the hospital. He thanked the COA for its help and donations to subsidize and keep the program going over the years and asked members of the audience to call him if they have questions.

3. Meals On Wheels Liaison – Volunteer driver Ed Mazeika stated that he delivers 18 to 20 meals a day. In November, 2017 a total of 3,099 meals were delivered which is an average of 141 meals per day.
4. Housing Liaison - Sharon McCann reported that there is now a resident manager at Mountain View Apartments. The resident manager can be reached at (805) 416-0019.
5. Senior Kits - Sharon McCann stated that the Senior Kit program met its previous distribution goal of 150 and now has a new goal of 175 kits per month. Senior Kits is working with Food Share to make the distribution process run more smoothly.

C. Ad Hoc Committee Reports

1. Dance Committee - Char Jackowitz reported that the December COA Dance was very successful with a great band and 78 paid attendees in addition to the volunteers. She said the volunteer dance instructor is no longer able to give dance instruction prior to each dance, so the Dance Committee is looking for a new teacher.
2. COA Executive Board Nomination - Ken Sinn thanked Robert Martin, Sharon McCann and Mara Malch for the assistance they have provided him with recruiting and orienting new candidates.
3. Wayne Templeton Volunteer Nomination - Sharon McCann explained that a selection committee is being formed at this time.
4. Annual Fund Drive - Sharon McCann \$1,300 in donations have been received to date but that Annual Fund Drive donations continue to decline every year. She said it is good that the COA has other fundraising events that raise a lot of money.

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 said that the Community Council has 50 members and if the COA joined the Council, COA meetings would appear on its community calendar and it would also an opportunity to promote COA events at the meetings. The associated costs for participating in the Community Council would be a \$20 annual membership fee and the cost of one lunch per month for one member.

Motion made by Ken Sinn and seconded by Char Jackowitz for the COA to join the Community Council and allocate funding for associated fees.

Audience	Ayes	12	Nays	0	Abstentions	0
Board	Ayes	7	Nays	0	Abstentions	0

Motion passed.

- B. Discussion/Action regarding the COA's Monthly Dance Committee - Char Jackowicz stated that she and Stephanie Newbrook took on the roles of Co-chairs a year ago and they are now ready to step down. Ms. Jackowicz explained that the chairperson of this committee needs to be a current or former COA Board member or former Board member and outlined the Committee Chair's responsibilities.

Motion made by Al Fournier and seconded by Stephanie Newbrook to continue to require that the Dance Committee Chair person be a current or former COA Executive Board member.

Audience	Ayes	11	Nays	0	Abstentions	1
Board	Ayes	6	Nays	0	Abstentions	1

Motion passed.

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. (Tickets are sold out)
14. Suggested Agenda Items for the January 8, 2018 COA Annual Meeting – None.
15. Adjournment - By consensus of the Executive Board, the meeting was adjourned at 1:55 p.m.

4:28 PM
12/19/17
Cash Basis

COA Profit & Loss

AGENDA ITEM NO.
10.A.2

July 1 through December 19, 2017

	<u>Jul 1 - Dec 19, 17</u>
Ordinary Income/Expense	
Income	
4 · Contributed support	
4010 · Individual Contribution	2,922.37
4015 · Business Contribution	10,814.74
4 · Contributed support - Other	100.00
Total 4 · Contributed support	<u>13,837.11</u>
5 · Earned revenues	
5310 · Interest-savings/short-term inv	8.31
5340 · Other investment income	476.92
5450 · Advertising revenues	210.37
5490 · Miscellaneous revenue	11,517.16
5560 · Tickets	9,396.00
5570 · Drawings	207.00
5580 · Table Reservations	2,730.00
Total 5 · Earned revenues	<u>24,545.76</u>
Total Income	<u>38,382.87</u>
Gross Profit	38,382.87
Expense	
7000 · Grant & contract expense	200.00
7200 · Contracted personnel services	
7220 · Musicians & bands	4,715.00
7200 · Contracted personnel services - Other	100.00
Total 7200 · Contracted personnel services	<u>4,815.00</u>
7500 · Other personnel expenses	
7540 · Professional fees - other	1,000.00
Total 7500 · Other personnel expenses	<u>1,000.00</u>
8100 · Non-personnel expenses	
8110 · Supplies	5,241.43
8112 · Food	562.95
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>7,585.77</u>
8500 · Misc expenses	
8515 · Grants	1,000.00
8530 · Membership dues - organization	195.00
8545 · Mileage	218.40
8590 · Other expenses	2,019.00
Total 8500 · Misc expenses	<u>3,432.40</u>
Total Expense	<u>17,033.17</u>
Net Ordinary Income	<u>21,349.70</u>
Net Income	<u><u>21,349.70</u></u>

4:31 PM
 12/19/17
 Cash Basis

Council on Aging Balance Sheet Prev Year Comparison As of December 19, 2017

	Dec 19, 17	Dec 19, 16
ASSETS		
Current Assets		
Checking/Savings		
AMX Netflix	0.00	14.05
SVSS Endowment Fund	18,235.30	16,440.90
US Bank Checking	0.00	13,252.95
US Bank Checking 5601		
Drama Club	1,144.12	1,047.87
US Bank Checking 5601 - Other	8,740.57	0.00
Total US Bank Checking 5601	9,884.69	1,047.87
US Bank Savings		
MOW Rst.	30,000.00	0.00
US Bank Savings - Other	176,767.51	177,107.59
Total US Bank Savings	206,767.51	177,107.59
1040 · Petty cash		
1041 · Cash Drawer	300.00	300.00
1042 · Dance Cash Drawer	100.00	100.00
Total 1040 · Petty cash	400.00	400.00
Total Checking/Savings	235,287.50	208,263.36
Total Current Assets	235,287.50	208,263.36
TOTAL ASSETS	235,287.50	208,263.36
LIABILITIES & EQUITY		
Equity		
Activities	96,769.50	96,769.50
Discretionary	24,533.29	24,533.29
LifeLine	1,317.68	1,317.68
Meals On Wheels	-12,055.55	-12,055.55
Reserve	41,806.27	41,806.27
Services & Programs	-1,559.11	-1,559.11
3001 · Opening Bal Equity	13,402.95	13,402.95
3010 · Unrestrict (retained earnings)	49,722.77	16,225.17
Net Income	21,349.70	27,823.16
Total Equity	235,287.50	208,263.36
TOTAL LIABILITIES & EQUITY	235,287.50	208,263.36

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
Dec	3084	3054	22	140.2	18465	5	205	\$ 2,637.00
Totals:	18,465	18,300	130	142.04	18,465	205	205	\$ 17,392.10