



# Simi Valley Council On Aging

3900 Avenida Simi, Simi Valley, CA 93063 Phone: 805.583.6041 Fax: 805.583.7921

## **Simi Valley Council On Aging (COA) Monthly Meeting**

Agenda

Monday, May 14, 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 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
  - A. Long Term Care Ombudsman of Ventura County
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 (Kenneth Sinn)
    2. Treasurer- (Char Jackowitz), Balance Sheet, Profit & Loss Budget vs. Actual, see attached)
    3. Corresponding Secretary (Pete Stong)
  - B. Liaison and Program Manager Reports
    1. Senior Share Liaison (Joe Beautz)
    2. Home Delivered Meals Liaison (John H. Williams, see attached)
    3. Housing Liaison (Judy Pepiot, see attached)
    4. Senior Kits (Antoinette Olson & Jerie St. Germain)
  - C. Ad Hoc Committee Reports
    1. Wellness Expo (Janet Plant & Pete Stong)
11. Continued Business - none
12. New Business
  - A. Appointment of a Ventura County Area Agency on Aging (VCAAA) Advisory Council Representative subject to ratification by the City Council
  - B. Discussion/Action on a request to purchase a commercial prep table/sink and installation for the Simi Valley Senior Center Kitchen at a cost not to exceed \$7,000
  - C. Appointment of an Ad Hoc Committee Chair for a Bylaws, Policy and Procedure Review Committee
13. Announcements of Upcoming Senior Center Events/Programs
14. Suggested Agenda Items for the June 11, 2018 COA meeting
15. Adjournment

/s/

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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

Ken Sinn called the meeting to order at 1:00 p.m. Pete Stong led the Pledge of Allegiance.

2. Roll Call

Stephanie Newbrook called Roll Call. Members present were Jean Cecil, Al Fournier, Char Jackowitz, Stephanie Newbrook, Janet Plant, Ken Sinn, Jerie St. Germain and Pete Stong. Antoinette Olson was excused. Recording Secretary Stephanie Newbrook verified there was a quorum present.

3. Agenda Review

A clarification was made that the attachment on Page 12 of the agenda packet, the "Budget Supporting Information" should read 12.H. instead of 12.F.

4. Approval of Minutes

A motion was made by Janet Plant and seconded by Al Fournier to approve the minutes of March 12, 2018. The minutes were approved by a consensus of the Executive Board.

5. Report of COA Chair

Mr. Sinn provided a report in Ms. Olson's absence. He talked about the recent Easter breakfast, noting that it was a very successful event with approximately 250 attendees. He also mentioned that new Medicare cards will be issued soon and cautioned the audience to be aware of Medicare card-related scams.

6. Representative Reports

A. City Council

Council Member Mike Judge reported that there is a new "Smart I.D." or "Real I.D." identification card available in California. California drivers are now being offered the new card, but residents have until 2020 before it is required. The reason for the new card is that the Federal government does not recognize a California driver's license as valid identification. Council Member Judge also stated that the Smashburger and Presto Pasta restaurants are now open. The Black Bear and the Green Acres Grill restaurants are still in progress. The Walmart store on Cochran Street near Sycamore Drive is closing, and there are still issues with the Simi Valley Town Center. The owners would like to build apartments and remove some of the existing retail space. The old Marie Callender's will

become the Mad Era Brewery and will make its own beer. Council Member Judge also encouraged audience members to attend Neighborhood Council meetings during which recreational vehicle parking ordinances will be discussed. This is important because the City Council will review any comments from the public on this issue and consider making changes to the current rules.

B. Community Services

No report.

C. Senior Center

Angel Sierra mentioned three upcoming April events: "Living within Your Means", a financial workshop for seniors on April 17, Free Nutritional Counseling, one-on-one sessions with a registered dietitian on April 17, and "Writing a Family Story", a free presentation on April 19. Reservations are required for these events.

D. Ventura County Area Agency on Aging

Angel Sierra stated that we have received the renewal application for our Senior Nutrition Program contract for congregate and home-delivered meals.

7. Presentations - None.

8. Public Statements – None.

9. Informational Presentations - None.

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

A. Officer Reports

1. Vice Chair

No report.

2. Treasurer

Char Jackowitz reviewed the Balance Sheet (Page 9 of the agenda packet) and the Profit & Loss Budget vs. Actual (Page 10 of the agenda packet). She said that the "MOW Rst" on the Balance Sheet indicates money reserved for the Senior Nutrition Program. She also said \$25,000 in "Program Expense" on the Profit & Loss Statement is due to not yet paying support for the Senior Nutrition Program. Char Jackowitz reported that the Senior Center has

received a letter asking that the COA consider replacing the temporary blinds with permanent blinds and the lighting in the Multi-Purpose Room (MPR). In response, the consensus of the Executive Board was to postpone considering the request until City-funded capital improvement projects that may impact the MPR are reviewed and considered.

3. Corresponding Secretary

Pete Stong reported that the COA received \$375 in donations last month, \$300 of which was designated for MOW. He sent a thank you letter to the Kiwanis for the putting on the Easter Breakfast.

B. Liaison & Program Manager Reports

1. Senior Share Liaison

No report.

2. Meals On Wheels Liaison

John H. Williams said the program continues to prosper and referred to the report on Page 11 of the agenda packet. He said that 3,197 meals were served to 157 recipients last month and the program is serving 103% of its contracted number of meals.

3. Housing Liaison

No report.

4. Senior Kits

160 Senior Kits were distributed last month and the goal is still 175 and about 10 new recipients are being added every month. A member of the audience asked if homebound seniors have to be there to pick up their food each month. Jerie St. Germain said that recipients only have to be there the first month that they come when they have to register and after that someone can pick up food on the seniors' behalf.

C. Ad Hoc Committee Reports

1. Bingo Bonanza

No report.

2. Budget Committee

Char Jackowitz thanked Don Novell and the Budget Committee for their work.

3. Wellness Expo

Janet Plant stated that the Wellness Expo will be held on Wednesday, May 23 and two major sponsors have already been confirmed. Flyers and posters are printed and volunteers are still needed. She said it is exciting that there will be lots of free screenings offered. Ms. Plant also thanked Claudia Hapip for all of her help.

11. Continued Business - None.

12. New Business

A. Discussion/Action on a request to participate in the Simi Valley Street Fair scheduled for May 12, 2018

A motion was made by Char Jackowitz for the COA to participate in the Simi Valley Street Fair and seconded by Al Fournier.

Audience	There was no audience vote.					
Board	Ayes	7	Nays	0	Abstentions	0

The motion passed.

B. Appointment of a Simi Valley Street Fair Committee Chair to coordinate the COA Information Booth at the event scheduled on May 12, 2018

Jerie St. Germain volunteered to coordinate the COA booth for the event.

A motion was made by Pete Stong and seconded by Janet Plant to appoint Jerie St. Germain as Chair of the committee.

Audience	There was no audience vote.					
Board	Ayes	7	Nays	0	Abstentions	0

The motion passed.

C. Discussion/Action on a request to purchase traffic safety vests at a cost not to exceed \$300 for use in food distribution programs

An audience member asked how many vests would be purchased and was told nine to twelve vests for the volunteers who direct traffic.

A motion was made by Pete Stong to purchase the vests as requested and seconded by Al Fournier.

Audience	Ayes	18	Nays	1	Abstentions	0
Board	Ayes	7	Nays	0	Abstentions	0

The motion passed.

- D. Discussion/Action on a request to participate in the Simi Valley Community Council's Annual President's Breakfast on Saturday, June 9, 2018, at a cost not to exceed \$50 for two attendees

The COA would send its Chair and the Volunteer of the Year.

A motion was made by Al Fournier to grant the request as proposed and seconded by Janet Plant.

Audience	Ayes	16	Nays	0	Abstentions	0
Board	Ayes	7	Nays	0	Abstentions	0

The motion passed.

- E. Discussion/Action to nominate the 2017 Wayne Templeton Volunteer of the Year for consideration of the Simi Valley Community Council's Annual President's Award

A motion was made by Al Fournier to nominate the 2017 Wayne Templeton Volunteer of the Year for consideration of the Simi Valley Community Council's Annual President's Award and seconded by Janet Plant.

Audience	Ayes	16	Nays	0	Abstentions	0
Board	Ayes	7	Nays	0	Abstentions	0

The motion passed.

- F. Discussion/Action on a request to sponsor meals for those over the age of 90 attending the Senior Center Congregate Meal "Older Americans Month Celebration" on Wednesday, May 16, 2018, not to exceed \$150

A motion was made by Stephanie Newbrook to grant the request as proposed and seconded by Al Fournier.

Audience	Ayes	17	Nays	0	Abstentions	0
Board	Ayes	7	Nays	0	Abstentions	0

The motion passed.

- G. Discussion/Action on a request from the Drama Club to purchase a "Countryman E6i Earset Microphone" at a cost not to exceed \$350 for use during Senior Center sponsored events and performances

A motion was made by Janet Plant to grant the request as proposed and seconded by Jerie St. Germain.

Audience	Ayes	16	Nays	0	Abstentions	0
Board	Ayes	7	Nays	0	Abstentions	0

The motion passed.

- H. Discussion/Action on the request to approve the COA's Fiscal Year 2018-19 Budget as outlined in the agenda packet

Char Jackowitz read the Budget Supporting Information (Pages 12 - 14) and noted that \$26,000 is designated for "Community Outreach".

A motion was made by Al Fournier to approve the budget as presented and seconded by Stephanie Newbrook

Audience	Ayes	16	Nays	0	Abstentions	0
Board	Ayes	7	Nays	0	Abstentions	0

The motion passed.

- 13. Announcements of Upcoming Senior Center Events

- A. Wellness Expo, Wednesday, May 23, 2018, 8:00 a.m. to 12:00 p.m.

- 14. Suggested Agenda Items for the May 14, 2018 COA Meeting – None.

- 15. Adjournment

By consensus of the Executive Board, the meeting was adjourned at 2:20 p.m.



8:48 AM  
04/24/18  
Cash Basis

Council on Aging  
Balance Sheet \*  
As of April 24, 2018

	<u>Apr 24, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
SVSS Endowment Fund	19,516.34
US Bank Checking 5601	
Drama Club	833.11
US Bank Checking 5601 - Other	14,143.50
<b>Total US Bank Checking 5601</b>	<u>14,976.61</u>
<b>US Bank Savings</b>	
MOW Rst.	30,000.00
US Bank Savings - Other	176,809.34
<b>Total US Bank Savings</b>	<u>206,809.34</u>
<b>1040 · Petty cash</b>	
1041 · Cash Drawer	300.00
1042 · Dance Cash Drawer	100.00
<b>Total 1040 · Petty cash</b>	<u>400.00</u>
<b>Total Checking/Savings</b>	<u>241,702.29</u>
<b>Total Current Assets</b>	<u>241,702.29</u>
<b>TOTAL ASSETS</b>	<u><u>241,702.29</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
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	27,764.49
<b>Total Equity</b>	<u>241,702.29</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>241,702.29</u></u>

8:48 AM  
04/24/18  
Cash Basis

**Council on Aging**  
**Profit & Loss Budget vs. Actual**  
July 1, 2017 through April 24, 2018

AGENDA ITEM NO.  
10.A.2

	Jul 1, '17 - Apr 24, 18	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>4 · Contributed support</b>		
4010 · Individual Contribution	5,877.37	6,737.00
4015 · Business Contribution	11,064.74	8,125.00
4 · Contributed support - Other	100.00	0.00
<b>Total 4 · Contributed support</b>	17,042.11	14,862.00
<b>5 · Earned revenues</b>		
5310 · Interest-savings/short-term inv	15.14	38.00
5340 · Other investment income	1,757.96	570.00
5450 · Advertising revenues	975.00	1,800.00
5490 · Miscellaneous revenue	15,525.38	11,015.00
5560 · Tickets	15,062.00	15,156.00
5570 · Drawings	399.00	931.00
5580 · Table Reservations	5,355.00	13,200.00
<b>Total 5 · Earned revenues</b>	39,089.48	42,710.00
<b>Total Income</b>	56,131.59	57,572.00
<b>Gross Profit</b>	56,131.59	57,572.00
<b>Expense</b>		
<b>7200 · Contract for Service</b>		
7220 · Musicians & bands	8,105.00	9,241.00
<b>Total 7200 · Contract for Service</b>	8,105.00	9,241.00
<b>7500 · Other Contract for Service Exp</b>		
7540 · Professional fees - other	2,000.00	1,960.00
<b>Total 7500 · Other Contract for Service Exp</b>	2,000.00	1,960.00
<b>8100 · Non-Contract for Service Exp</b>		
8110 · Supplies	8,987.66	7,102.00
8112 · Food	671.31	2,917.00
8115 · Program Expense	0.00	27,831.50
8120 · Advertising	129.50	0.00
8125 · Video Rentals	154.35	176.40
8160 · Equip rental & maintenance	97.50	600.00
8165 · Equipment Purchase	2,035.84	0.00
8170 · Printing & copying	214.14	175.00
<b>Total 8100 · Non-Contract for Service Exp</b>	12,290.30	38,801.90
<b>8500 · Misc expenses</b>		
8515 · Grants	1,000.00	3,800.00
8530 · Membership dues - organization	506.84	300.00
8545 · Mileage	386.96	570.00
8590 · Other expenses	4,078.00	4,370.00
<b>Total 8500 · Misc expenses</b>	5,971.80	9,040.00
<b>Total Expense</b>	28,367.10	59,042.90
<b>Net Ordinary Income</b>	27,764.49	-1,470.90
<b>Net Income</b>	27,764.49	-1,470.90

## 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
Jan	3166	3121	22	143.9	21631	15	220	\$ 3,224.00
Feb	2840	2803	20	142.0	24471	14	234	\$ 2,995.50
Mar	3219	3197	22	146.3	27690	11	245	\$ 2,565.00
Apr	2894	2873	21	137.8	30584	12	257	\$ 3,119.50
<b>Totals:</b>	<b>30,584</b>	<b>30,294</b>	<b>215</b>	<b>142.25</b>	<b>30,584</b>	<b>257</b>	<b>257</b>	<b>\$ 29,296.10</b>

## **Council on Aging – Housing Liaison Report May 14, 2018**

### **Vintage at Sycamore – 1692 Sycamore Drive** (South of Ralph's) (UPDATED report from COA presentations in Oct/Nov 2017)

“**Sycamore Landing**” proposed project is a joint venture between USA Properties & the V. C. Area Housing Authority. The project includes two components on a total of 13.39 acres & includes a 311-unit multi-generational, mixed-income apartment home community:

- “**Landing at Arroyo**” – 212 non-age-restricted market rate apartments (1 – 3 bedrooms)
- “**Vintage at Sycamore**” – 99 one bedroom apartments, for low & very low income, for age 62+

Approval will require a General Plan Amendment, Specific Plan Amendment, zone change & a Planned Development permit. The project is currently scheduled to be presented to the Planning Commission on May 9, 2018.

The development cost of the senior project is estimated at \$30.5 million. The developer is seeking government financing through tax credits & further requests the City to provide up to \$3.5 million in a low-interest (3%) loan over 55 years. The affordable housing entitles the developers to other concessions, such as parking requirements.

On April 24, 2018, the Affordable Housing Subcommittee met with the developers to review their request for assistance. The committee is recommending that the City Council approve the loan for the senior portion of the project.

### **Mountain View Apartments – 4862 Cochran** – between Tapo/Stearns

This 50 unit senior complex for age 55+ opened in January 2018. All of the affordable units & many market-rate units were quickly rented but market-rate units are still available. If you were initially interested, check back with their rental office as they have reduced rents. Contact Debra Irish at 805-306-1103 or [info@mountainviewsimi.com](mailto:info@mountainviewsimi.com)

Judy Pepiot – Housing Liaison

## CITY OF SIMI VALLEY • MEMORANDUM

**DATE:** May 10, 2018

**TO:** Council On Aging

**FROM:** Angel Sierra, Community Services Manager

**SUBJECT: DISCUSSION/ACTION ON A REQUEST TO PURCHASE A COMMERCIAL PREP TABLE/SINK AND INSTALLATION FOR THE SIMI VALLEY SENIOR CENTER KITCHEN AT A COST NOT TO EXCEED \$7,000**

City staff is requesting the Simi Valley Council On Aging (COA) purchase a new commercial prep table/sink for the Senior Center Main Kitchen. In June of 2017, the Senior Center Kitchen renovation project was completed. During the last few weeks of the project, it was discovered that because of modifications made to the location of appliances to meet Ventura County Environmental Health Department (VCEHD) requirements, the original sink/countertop would no longer provide adequate space for staff and volunteers to work pursuant to best practices. Staff has identified a new sink/countertop that would ensure a safe and functional work environment that will be approved by VCEHD. Staff obtained a bid for the new sink/countertop and installation (attached), which has come in at \$6,226.65. Staff has researched other potential funding sources for the purchase of this sink, including the Community Services Department budget and a request to the Ventura County Area Agency On Aging to subsidize the cost via the Senior Nutrition Program grant. The two aforementioned sources have both been determined not viable at this time.

The Senior Nutrition Program serves over 820 unduplicated clients and approximately 46,000 meals each year. The installation of this new sink/countertop will help ensure that staff and numerous volunteers continue to have safe environment to carry out their meal service duties and be able to maintain ongoing adherence to best practices. The sink/countertop is a key feature to the operation of the daily meal program at the Senior Center. This new sink/countertop will enhance program options, such as the ability to receive fresh produce, which requires additional counter space and a wash station that the current sink does not provide.

Staff requests that the COA approve the purchase of the new prep table/sink at a cost not to exceed \$7,000.

Prepared by: Robert Martin, Assistant Community Services Manager