



Simi Valley Council On Aging (COA) Monthly Meeting

Agenda

Special Meeting Date

Monday, November 05, 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 – 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. First Quarter Update on the City's Budget (Carolyn Johnson, Budget Officer)

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

- A. Officer Reports

1. Vice Chair (Kenneth Sinn)
2. Treasurer (Char Jackowicz), Profit & Loss, Balance Sheet, see attached)
3. Corresponding Secretary (Pete Stong)

- B. Liaison and Program Manager Reports

1. Senior Share Liaison (Joe Beautz)

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.

2. Senior Nutrition Program Liaison (Ed Mazeika, see attached)
3. Housing Liaison (Judy Pepiot)
4. Senior Kits Liaison (Antoinette Olson & Jerie St. Germain)
5. Dance Liaison (Antoinette Olson)

C. Ad Hoc Committee Reports

1. By-laws, Financial Policy and Procedure Review Committee (Sharon McCann)
2. Arts & Crafts Fair (Antoinette Olson)
3. COA Executive Board Nomination Committee (Janet Plant)

11. Continued Business - none

12. New Business

- A. Nomination of a representative and alternate from the Council On Aging Executive Board to serve on the Community Development Block Grant (CDBG) Committee (see attached)
- B. Receive and File the 2019 Calendar of Important COA Events (see attached)

13. Announcements of Upcoming Senior Center Events/Programs

- A. Election Day is November 6, 2018. Polls are open from 7:00 a.m. to 8:00 p.m. For poll location, call Secretary of State's toll-free voter hotline at (800) 345-VOTE (8683) or Ventura County Clerk-Recorder-Registrar of Voters (805) 654-2664. For more information visit <https://recorder.countyofventura.org/elections>.
- B. COA Dance, Friday, November 9, 2018, 7:30 p.m. to 10:00 p.m.
- C. Glam-a-thon, Wednesday, November 21, 2018, 9:00 a.m. to 11:30 a.m. and 1:00 p.m. to 3:30 p.m.
- D. Thanksgiving Eve Dinner, Wednesday, November 21, 2018, 5:00 p.m. to 8:00 p.m.

14. Suggested Agenda Items for the December 10, 2018 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 - Toni Olson called the meeting to order at 1:00 p.m. and led the Pledge of Allegiance.
2. Roll Call – Toni Olson called Roll Call. Members present were Al Fournier, Char Jackowicz, Toni Olson, Janet Plant, Ken Sinn, and Pete Stong. Jean Cecil, Stephanie Newbrook and Jerie St. Germain were excused. Chair Olson 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 – A motion was made by Janet Plant and seconded by Char Jackowicz to approve the minutes of September 10, 2018. The minutes were approved by a consensus of the Executive Board.
5. Report of COA Chair – No report.
6. Representative Reports

A. City Council

Council Member Mike Judge said he had a great time at the recent Bingo Bonanza and thanked the volunteers. He said that the pre-election period is in full swing and that if anyone observes any election sign violations they should contact the City's Code Enforcement section. Mad Era Brewery is planning on opening in December and there will be a new Boot Barn opening next to the Aldi grocery store. An audience member asked what was being built at Los Angeles Avenue and Stow Street and he said eight townhomes. Someone asked about street repairs and he said streets are maintained on a rotating basis. There will be a new assisted living facility at Cochran Street and Tapo Canyon Road and another facility is proposed for the intersection of Cochran Street and Mount Sinai Drive. He also said a new store may open in the former Walmart location but nothing is confirmed yet.

B. Community Services

No report. In response to a question, Mara Malch stated that there is a prescription drop-off in the lobby of the Police Department but people have to call in advance to make an appointment to drop off their expired medications.

C. Senior Center

Angel Sierra stated that the November COA meeting will be held on the first Monday of the month, November 5, due to the Veterans Day holiday. He said the Senior Center has a new heating and air conditioning system and the temperature is controlled remotely by computer. He announced that Claudia Hapip is retiring on October 11 and that cake will be served that day at 10:45 a.m. in the Multipurpose Room. He reminded everyone that the Arts & Crafts Fair will be held on October 26 and 27, 2018. The Pancake Breakfast will be on the second day of the Fair.

D. Ventura County Area Agency on Aging – Toni Olson said there was no report because there was no meeting held this month.

7. Presentations – None.

8. Public Statements

Toni Olson stated there are get well cards for Jean Cecil and John Williams as well as a retirement card for Claudia at the desk if people would like to sign them.

A volunteer with the non-profit Election Integrity Project California explained the project's purpose and said they need volunteers to observe at election polls on November 6, 2018. Those who are interested should call 805-236-6626 or visit the project's website at www.EIP-Ca.com.

9. Informational Presentations

A. Library Senior Programs, Kelly Behle

Kelly Behle gave an overview of the services available for seniors at the Simi Valley Public library. In addition to lending books, there are free lectures, computer classes, a fitness class, and many resources as well as opportunities for volunteering. She passed out surveys and encouraged people to give their feedback and suggestions about how to make the library more relevant to them. A new "Discovery Garden" with native plants will be opening on November 3, 2018.

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

A. Officer Reports

1. Vice Chair – No report.

2. Treasurer

Char Jackowicz referred to Profit & Loss and Balance Sheet in the agenda packet. She explained that the \$7,000 Program Expense budget item was for the Senior Nutrition Program and that the \$8,188.20 item in "Other expenses" was for the purchase and installation of the Senior Center kitchen sink table.

3. Corresponding Secretary

Pete Stong stated that the COA received \$1,850 in donations and he sent several thank you letters.

B. Liaison & Program Manager Reports

1. Senior Share Liaison

Joe Beautz reported that there are 81 recipients and Vons continues to donate food. There were also two people who donated \$100 and the program received a large donation of "Fair Meat" from the County Fair.

2. Senior Nutrition Liaison

Ed Mazeika referred to the report in the agenda packet and said there are over 2,000 meals delivered to homebound seniors each month. He explained that the "Congregate" program is the name of the program that serves lunches to seniors at the Senior Center Monday through Friday.

3. Housing Liaison – No report.

4. Senior Kits

Toni Olson reported that 173 kits were given out last month which is very close to their goal of 175 kits. She said the kits weigh about 30 pounds and are distributed at the Senior Center on the second Thursday of each month.

5. Dance Liaison

Toni Olson reported that the monthly dances will resume on Friday, October 12 with a Halloween-themed dance. Dance instruction is given at 6:30 p.m. and the dance is held from 7:30 p.m. to 10:00 p.m. The cost is still \$7.00. She said they will also begin taking

table reservations for the New Year's Eve dance on October 12.

C. Ad Hoc Committee Reports

1. By-laws, Policy and Procedure Review Committee – No report.

2. Bingo Bonanza

Sharon McCann said tickets sold out ten days before the event. She said the new HVAC system made the room very cold and may have affected the sales of additional packets. She thanked the Executive Board and all of the volunteers who helped with the event, stating that the event netted a total of \$8,876.

3. Arts & Crafts Fair

Toni Olson said that tables are sold out and thanked the volunteers who are helping with the rummage sale donations. She said Pete Stong will be leading the Rotary Club members to serve the Pancake Breakfast. Ms. Olson stated that people wishing to volunteer for the event should see her and also that this is the last time that she will be chairing the Arts & Crafts Fair.

11. Continued Business – None.

12. New Business

A. Nomination/Appointment of a COA Executive Board Nomination Ad Hoc Committee

Char Jackowitz moved to appoint Janet Plant as chair of the committee, and Pete Stong seconded the motion. The motion passed by a consensus of the Executive Board.

B. Nomination/Appointment of a Wayne Templeton Volunteer of the Year Ad Hoc Committee

Sharon McCann stated that she will assist A.J. Hardy with this committee. Janet Plant moved to appoint A.J. Hardy as chair of the committee, and Pete Stong seconded the motion. The motion passed by a consensus of the Executive Board.

- C. Discussion/Action on a request to approve a COA budget amendment in increasing the amount budgeted for the FY 2018-19 COA Dances by \$3,800

It was explained that the increase will be used to pay for COA dance expenses now that the dances have resumed.

A motion was made by Janet Plant and seconded by Pete Stong to increase the amount budgeted by \$3,800.

Audience	Ayes	12	Nays	0	Abstentions	0
Executive Board	Ayes	4	Nays	0	Abstentions	0

The motion passed.

13. Announcements of Upcoming Senior Center Events

- A. COA Dance, Friday, October 12, 2018, 7:30 p.m. to 10:00 p.m.
- B. COA Arts & Craft Fair, Friday, October 26, 2018, 9:00 a.m. to 3:00 p.m. and Saturday, October 27, 2018, 8:00 a.m. to 3:00 p.m.
- C. Pancake Breakfast, Saturday, October 27, 2018, 8:00 a.m. to 11:00 a.m. Sponsored by Rotary of Simi Valley Noontimers
- D. The November COA meeting has been rescheduled to Monday, November 5, 2018, as the Senior Center will be closed November 12, 2018 in observance of Veterans Day.

14. Suggested Agenda Items for the November 5, 2018 COA Meeting – None.

15. Adjournment

By consensus of the Executive Board, the meeting was adjourned at 1:48 p.m.

10:17 AM
10/22/18
Cash Basis

Council on Aging
Profit & Loss by Class
July 1 through October 22, 2018

AGENDA ITEM NO.
10.A.2

	<u>Jul 1 - Oct 22, 18</u>
Ordinary Income/Expense	
Income	
4 · Contributed support	
4010 · Individual Contribution	2,550.00
Total 4 · Contributed support	<u>2,550.00</u>
5 · Earned revenues	
5310 · Interest-savings/short-term inv	14.19
5340 · Other investment income	-156.36
5490 · Miscellaneous revenue	3,425.43
5560 · Tickets	6,201.26
5570 · Drawings	26.00
5580 · Table Reservations	8,685.00
Total 5 · Earned revenues	<u>18,195.52</u>
Total Income	<u>20,745.52</u>
Gross Profit	20,745.52
Expense	
7200 · Contract for Service	
7220 · Musicians & bands	1,820.00
Total 7200 · Contract for Service	<u>1,820.00</u>
7500 · Other Contract for Service Exp	
7540 · Professional fees - other	800.00
Total 7500 · Other Contract for Service Exp	<u>800.00</u>
8100 · Non-Contract for Service Exp	
8110 · Supplies	3,226.71
8112 · Food	295.88
8115 · Program Expense	7,000.00
8160 · Equip rental & maintenance	75.00
8170 · Printing & copying	358.28
Total 8100 · Non-Contract for Service Exp	<u>10,955.87</u>
8500 · Misc expenses	
8530 · Membership dues - organization	175.00
8535 · Participation Fees	520.00
8590 · Other expenses	8,188.20
Total 8500 · Misc expenses	<u>8,883.20</u>
Total Expense	<u>22,459.07</u>
Net Ordinary Income	<u>-1,713.55</u>
Net Income	<u><u>-1,713.55</u></u>

10:17 AM
10/22/18
Cash Basis

Council on Aging
Balance Sheet
As of October 22, 2018

	<u>Oct 22, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
SVSS Endowment Fund	19,367.28
US Bank Checking 5601	
Drama Club	823.18
US Bank Checking 5601 - Other	16,494.47
Total US Bank Checking 5601	<u>17,317.65</u>
US Bank Savings	
MOW Rst.	33,000.00
US Bank Savings - Other	184,836.64
Total US Bank Savings	<u>217,836.64</u>
1040 · Petty cash	
1041 · Cash Drawer	200.00
1042 · Dance Cash Drawer	100.00
Total 1040 · Petty cash	<u>300.00</u>
Total Checking/Savings	<u>254,821.57</u>
Total Current Assets	<u>254,821.57</u>
TOTAL ASSETS	<u>254,821.57</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)	92,320.09
Net Income	-1,713.55
Total Equity	<u>254,821.57</u>
TOTAL LIABILITIES & EQUITY	<u>254,821.57</u>

Simi Valley Senior Nutrition Program FY1819 Report

HDM (C2) Contracted Meals: 38,000

Congregate (C1) Contracted Meals: 11,940

Total C1 & C2 Meals: 49,940

Home Delivered Meals				Congregate Meals				HDM / Congregate Totals		
	Meals Served	Unduplicated Clients New	Donations Received		Meals Served	Unduplicated Clients New	Donations Received	Meals Served Total	Unduplicated Clients New	
Jul	2972	164	\$ 3,242.50	Jul	1026	131	\$1,025.40	Jul	3998	295
Aug	3469	8	\$ 3,174.00	Aug	1136	70	\$1,176.41	Aug	4605	78
Sept	2859	14	\$ 3,428.50	Sep	914	41	\$947.35	Sep	3773	55
Oct	3309	14	\$ 2,653.50	Oct	1143	95	\$1,611.70	Oct	4452	109
YTD Totals:	12,609	200	\$ 12,498.50	YTD Totals:	4,219	337	\$4,760.86	YTD Totals:	16,828	537

Committee Representative Selection Criteria and Process

Community Development Block Grant Advisory Committee

Committee Members: Consists of five (5) members, carrying staggered three-year terms of service: Two (2) from Neighborhood Councils, One (1) from Council On Aging, One (1) from Simi Valley Chamber of Commerce, and One (1) from Planning Commission (acts as Chairperson for Committee)

Number of Positions Available:

- One (1) Chamber of Commerce Representative *to complete a vacancy (Term January 19 – December 31, 2020; Two years of a Three-year term remaining)*;
- One (1) Council On Aging Representative;
- One (1) Neighborhood Council Representative; and
- One (1) Planning Commission Representatives.

Term: January 1, 2019 – December 31, 2021 (Three-year term)

Meetings: First Year Schedule- City Council Appointment – December 2018, Orientation – February 2019, One Public Hearing – March 2019, Debriefing Meeting – May 2019

Description: Responsible for reviewing and making funding recommendations on applications from various non-profit groups and public agencies (including City departments) seeking Community Development Block Grant funds. Each member will be nominated by his or her organization (Planning Commission, Simi Valley Chamber of Commerce, Council On Aging or Neighborhood Council Joint Chairs Committee). Nominations will be submitted to the City Council for appointment.

Selection Process: As determined by the nominating organization. Nominee's name, contact information, and a brief biography should be submitted to the City for appointment **by November 8, 2018.**

Staff Contact: Julia Ramirez, Senior Management Analyst, (805) 583-6728

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADVISORY COMMITTEE DUTIES

Committee members must be able to demonstrate that they do not have a defined or perceived conflict of interest with any organization that is seeking CDBG funds from the City of Simi Valley and that they will refrain from developing potential conflicts of interest during their term of service.

Orientation Meeting (February) – The following topics will be covered:

- Overview of the City of Simi Valley Uniform Conflict of Interest Policy, the Simi Valley Code of Ethics and Conduct, ex parte contacts, and the Brown Act;
- Review of the City Council-approved priorities for community goals specified by the City's Consolidated Plan;
- Explanation of Federal and City requirements related to applications requesting CDBG funding, along with a blank application;
- Review of the City Council-approved CDBG Rating Criteria and the staff-prepared application summaries;
- Exercises involving a mock run of the point ranking and funding processes; and
- Distribution of the packet for the first public meeting (at the conclusion of the orientation meeting). Packet will need to be reviewed and any questions you have of applicants need to be prepared for the first public meeting.

First Public Meeting (March) – The following will be taking place:

- Staff presentation;
- Organization presentations (timed, normally not more than 10 minutes);
- Committee member questions of applicants or staff;
- Committee deliberation for the point ranking exercise;
- Committee distribution of CDBG funding in accordance with point rankings;
- Committee to forward point rankings and funding recommendations for review and approval by the City Council;
- Staff presentation on the Draft Action Plan; and
- Authorize the Draft Action Plan to be released for public review, which includes Committee recommendations to City Council for adoption.

Debriefing meeting (May) to give staff input on improvements for following year.



Simi Valley Council On Aging

AGENDA ITEM NO.
12.B

2019 Calendar of Important COA Events

January

14 – Monday COA Annual Meeting 1:00 p.m.

February

11 – Monday COA Meeting 1:00 p.m.

23 – Saturday Bingo Bonanza 9:30 a.m. – 3:00 p.m.

March

11 – Monday COA Meeting 1:00 p.m.

April

8 – Monday COA Meeting 1:00 p.m.

21 – Sunday Easter Sunrise Breakfast
Kiwanis Club of Simi Valley 8:00 a.m. – 11:00 a.m.

May

4 – Saturday Street Fair 9:00 a.m. – 5:00 p.m.

13 – Monday COA Meeting 1:00 p.m.

15 – Wednesday Older Americans Celebration 10:30 a.m. – 1:00 p.m.

22 – Wednesday Wellness Expo 8:00 a.m. – 12:00 p.m.

June

10 – Monday COA Meeting 1:00 p.m.

July

13 – Saturday *COA Dark – No Meeting*
Stars & Stripes Ice Cream Social 2:00 p.m. – 4:00 p.m.

August

COA Dark – No Meeting

September

9 – Monday COA Meeting 1:00 p.m.

21 – Saturday Bingo Bonanza 9:30 a.m. – 3:00 p.m.

October

14 – Monday COA Meeting 1:00 p.m.

25 – Friday Fall Arts & Crafts Fair 9:00 a.m. – 3:00 p.m.

26 – Saturday Fall Arts & Crafts Fair 8:00 a.m. – 3:00 p.m.

26 – Saturday Pancake Breakfast
Rotary Club of Simi Valley 8:00 a.m. – 11:00 a.m.



Simi Valley Council On Aging

2019 Calendar of Important COA Events

November

*4 – Monday

COA Meeting

1:00 p.m.

27 – Wednesday

Thanksgiving Eve Dinner
Rotary Club of Simi Valley

4:45 p.m. – 9:00 p.m.

December

9 – Monday

COA Meeting

1:00 p.m.

* Senior Center closed for Veteran's Day on November 11