



# 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, December 10, 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. Special Acknowledgement and Recognition of John Schick as a recipient of the French National Order of the Legion of Honour
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. Overview of the COA Executive Board Roles and Responsibilities
  - B. Introduction of COA Executive Board Applicants
10. Officer, Liaison, Program Manager, and Ad Hoc Committee Reports
  - A. Officer Reports
    1. Vice Chair (Kenneth Sinn)
    2. Treasurer- (Char Jackowitcz)
    3. Corresponding Secretary (Pete Stong)

#### **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.

- B. Liaison and Program Manager Reports
  - 1. Senior Share Liaison (Joe Beautz)
  - 2. Senior Nutrition 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. COA Executive Board Nomination Committee (Janet Plant)
- 11. Continued Business - None
- 12. New Business
  - A. Discussion/Action on a request to approve a budget amendment and the purchase of gift cards for the Closed Food Pantry program recipients in the amount not to exceed \$400 (see attached memo)
  - B. Discussion/Review amendments to the COA governing By-laws (see attached memo and proposed by-laws revisions)
  - C. Receive and File updates to the COA's Financial Policies and Procedures (see attached memo and policies and procedures)
- 13. Announcements of Upcoming Senior Center Events/Programs
  - A. COA Dance, New Year's Eve Eve dance Sunday, December 30, 2018, SOLD OUT
- 14. Suggested Agenda Items for the COA Annual Meeting on Monday, January 14, 2019
- 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 – Antoinette Olson called the meeting to order at 1:04 p.m. Pete Stong led the Pledge of Allegiance.
2. Roll Call – Stephanie Newbrook called Roll Call. Members present were: Stephanie Newbrook, Antoinette Olson, Janet Plant, Jerie St. Germain and Pete Stong. Members absent were: Jean Cecil, Al Fournier, and Char Jackowitz were excused. Recording Secretary Stephanie Newbrook verified there was a quorum present.
3. Agenda Review – By consensus of the Executive Board, the agenda was approved.
4. Approval of Minutes – A motion was made by Pete Stong and seconded by Jerie St. Germain to approve the minutes of October 8, 2018, with one correction: Item C. 2. should read that the Bingo Bonanza event netted a total of \$2,876. The motion passed unanimously.
5. Report of COA Chair

Toni Olson thanked all of our veterans for their service and encouraged everyone to vote. She also mentioned that there are nomination forms for the Wayne Templeton Volunteer of the Year Award and applications for the COA Executive Board available.

6. Representative Reports

A. City Council

Council Member Judge stated that the Republican and Democratic Headquarters will provide free rides to the polls. Re-districting will soon be addressed at a City Council meeting. He reported that construction of the new Chick Fil-A is coming along quickly. The Black Bear Diner will begin construction in November and Boot Barn will be opening next to the Aldi store on Cochran Street. The building being built at the corner of Alamo Street and Tapo Street is going to be a large private residence.

B. Community Services

Mara Malch thanked the veterans and volunteers for their service and wished everyone a happy Thanksgiving.

C. Senior Center

Angel Sierra announced Senior Center events coming up in November, including a history of Thanksgiving presentation. He congratulated Toni Olson for being nominated for the Ventura County Area Agency on Aging's Optimal Living Leadership Award.

D. Ventura County Area Agency on Aging

Toni Olson announced that the next meeting will be held in two weeks.

7. Presentations – None.

8. Public Statements – None.

9. Informational Presentations

A. First Quarter Update on the City's Budget, Carolyn Johnson

The City of Simi Valley's Budget Officer, Carolyn Johnson gave an overview of the Fiscal Year 2017-18 budget which ended June 30, 2018. That fiscal year is close to being finalized with a projected one million General Fund surplus due to personnel savings and increased revenue. She also discussed the Fiscal Year 2018-19 budget to date, stating that expenses are on track so far. She said City staff will propose a new fee schedule to City Council next calendar year. The City's Budget Review Committee will continue to look at long-term solutions regarding unfunded pension liability expenses which are projected to continue to increase for several years.

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

A. Officer Reports

1. Vice Chair – No report.

2. Treasurer

Don Novell discussed the Treasurer's Report as attached to the agenda packet and stated that the COA recently received the past

due amounts totaling \$5,800 from the May 2018 Wellness Expo sponsors.

3. Corresponding Secretary

Pete Stong reported that he has sent thank you letters for \$450 in donations. He also sent a thank you letter to the Rotary Club for putting on the pancake breakfast which netted \$1,322 for the COA.

B. Liaison & Program Manager Reports

1. Senior Share Liaison – No report.

2. Senior Nutrition Program Liaison

Ed Mazeika briefly discussed the report attached to the agenda packet and explained eligibility requirements for the Meals On Wheels program. He also said that 106 seniors enjoyed the Oktoberfest party sponsored by the Kiwanis in the Senior Center's Rendezvous Café.

3. Housing Liaison - No report.

4. Senior Kits Liaison

Toni Olson stated that 154 kits were distributed last month and the goal is still to distribute 175 kits. The next Senior Kit distribution will be at the Senior Center on Thursday, November 8, 2018 from 9:00 a.m. to 11:00 a.m.

5. Dance Liaison

Toni Olson reported that 96 people attended the October COA dance. Tickets went on sale for the New Year's Eve dance and have already sold out and generated \$977 in revenue.

C. Ad Hoc Committee Reports

1. By-laws, Policy and Procedure Review Committee

Sharon McCann reported that the Committee has made changes to both the By-laws and the Financial Policies and Procedures and has submitted them to City staff for review. Once reviewed, the By-laws will be available for a one-month review period beginning with the distribution of the December 10, 2018 COA meeting agenda

packet. The By-laws will then be placed on the agenda for approval at the annual COA meeting on January 14, 2019.

2. Arts & Crafts Fair

Toni Olson announced that the COA received \$1,295 from the Rummage Sale and \$2,822 from selling vendor booth space. She stated that she will no longer chair this event, so the COA is looking for a new Arts & Crafts Fair Chair. She stated that the vendors are asking that the COA hold a fair in the spring also, but adding that event is dependent upon obtaining a Chair.

3. COA Executive Board Nomination Committee

Janet Plant stated that the Committee has not met yet. She said there are several openings on the Executive Board and application forms are currently available.

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).

Toni Olson announced that Janet Plant has volunteered to serve on the CDBG Committee and Char Jackowicz agreed to serve as the alternate.

By a consensus of the Executive Board, Janet Plant was nominated as representative to serve on the Community Development Block Committee and Char Jackowicz to serve as alternate.

- B. Receive and file the 2019 Calendar of Important COA Events

Janet Plant made a motion to receive and file the 2019 Calendar and Jerie St. Germain seconded. The motion passed by a consensus of the Executive Board.

13. Announcements of Upcoming Senior Center Events

- 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 – None.
15. Adjournment

By consensus of the Executive Board, the meeting was adjourned at 1:45 p.m.

10:09 AM  
 11/26/18  
 Cash Basis

**Council on Aging**  
**Balance Sheet Prev Year Comparison**  
 As of November 26, 2018

**AGENDA ITEM NO.**  
**10.A.2**

	Nov 26, 18	Nov 26, 17	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
SVSS Endowment Fund	19,367.28	18,235.30	1,131.98	6.2%
<b>US Bank Checking 5601</b>				
Drama Club	823.18	1,144.12	-320.94	-28.1%
US Bank Checking 5601 - Other	18,615.70	4,996.92	13,618.78	272.5%
<b>Total US Bank Checking 5601</b>	19,438.88	6,141.04	13,297.84	216.5%
<b>US Bank Savings</b>				
MOW Rst.	33,000.00	30,000.00	3,000.00	10.0%
US Bank Savings - Other	184,841.26	176,765.82	8,075.44	4.6%
<b>Total US Bank Savings</b>	217,841.26	206,765.82	11,075.44	5.4%
<b>1040 · Petty cash</b>				
1041 · Cash Drawer	200.00	300.00	-100.00	-33.3%
1042 · Dance Cash Drawer	100.00	100.00	0.00	0.0%
<b>Total 1040 · Petty cash</b>	300.00	400.00	-100.00	-25.0%
<b>Total Checking/Savings</b>	256,947.42	231,542.16	25,405.26	11.0%
<b>Total Current Assets</b>	256,947.42	231,542.16	25,405.26	11.0%
<b>TOTAL ASSETS</b>	<b>256,947.42</b>	<b>231,542.16</b>	<b>25,405.26</b>	<b>11.0%</b>
<b>LIABILITIES &amp; EQUITY</b>	0.00	0.00	0.00	0.0%



**Council on Aging**  
**Profit & Loss Prev Year Comparison**  
**July 1 through November 26, 2018**

	Jul 1 - Nov 26, 18	Jul 1 - Nov 26, 17	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4 · Contributed support</b>				
4010 · Individual Contribution	2,825.00	2,227.37	597.63	26.8%
4015 · Business Contribution	100.00	10,149.74	-10,049.74	-99.0%
4 · Contributed support - Other	0.00	100.00	-100.00	-100.0%
<b>Total 4 · Contributed support</b>	2,925.00	12,477.11	-9,552.11	-76.6%
<b>5 · Earned revenues</b>				
5310 · Interest-savings/short-term inv	18.81	6.62	12.19	184.1%
5340 · Other investment income	-156.36	476.92	-633.28	-132.8%
5490 · Miscellaneous revenue	5,653.74	8,820.68	-3,166.94	-35.9%
5560 · Tickets	7,954.26	8,300.00	-345.74	-4.2%
5570 · Drawings	26.00	103.00	-77.00	-74.8%
5580 · Table Reservations	8,685.00	2,730.00	5,955.00	218.1%
<b>Total 5 · Earned revenues</b>	22,181.45	20,437.22	1,744.23	8.5%
<b>Total Income</b>	25,106.45	32,914.33	-7,807.88	-23.7%
<b>Gross Profit</b>	25,106.45	32,914.33	-7,807.88	-23.7%
<b>Expense</b>				
<b>7200 · Contract for Service</b>				
7220 · Musicians & bands	2,485.00	3,975.00	-1,490.00	-37.5%
<b>Total 7200 · Contract for Service</b>	2,485.00	3,975.00	-1,490.00	-37.5%
<b>7500 · Other Contract for Service Exp</b>				
7540 · Professional fees - other	1,000.00	1,000.00	0.00	0.0%
<b>Total 7500 · Other Contract for Service Exp</b>	1,000.00	1,000.00	0.00	0.0%
<b>8100 · Non-Contract for Service Exp</b>				
8110 · Supplies	4,427.14	4,793.17	-366.03	-7.6%
8112 · Food	295.88	348.01	-52.13	-15.0%
8115 · Program Expense	7,000.00	0.00	7,000.00	100.0%
8120 · Advertising	136.50	129.50	7.00	5.4%
8125 · Video Rentals	33.15	85.75	-52.60	-61.3%
8160 · Equip rental & maintenance	75.00	97.50	-22.50	-23.1%
8165 · Equipment Purchase	0.00	1,415.01	-1,415.01	-100.0%
8170 · Printing & copying	358.28	53.63	304.65	568.1%
<b>Total 8100 · Non-Contract for Service Exp</b>	12,325.95	6,922.57	5,403.38	78.1%

10:11 AM

11/26/18

Cash Basis

**Council on Aging**  
**Profit & Loss Prev Year Comparison**  
**July 1 through November 26, 2018**

	<u>Jul 1 - Nov 26, 18</u>	<u>Jul 1 - Nov 26, 17</u>	<u>\$ Change</u>	<u>% Change</u>
<b>8500 · Misc expenses</b>				
<b>8515 · Grants</b>	0.00	1,000.00	-1,000.00	-100.0%
<b>8530 · Membership dues - organization</b>	175.00	175.00	0.00	0.0%
<b>8535 · Participation Fees</b>	520.00	0.00	520.00	100.0%
<b>8545 · Mileage</b>	0.00	218.40	-218.40	-100.0%
<b>8590 · Other expenses</b>	8,188.20	2,019.00	6,169.20	305.6%
<b>Total 8500 · Misc expenses</b>	<u>8,883.20</u>	<u>3,412.40</u>	<u>5,470.80</u>	<u>160.3%</u>
<b>Total Expense</b>	<u>24,694.15</u>	<u>15,309.97</u>	<u>9,384.18</u>	<u>61.3%</u>
<b>Net Ordinary Income</b>	<u>412.30</u>	<u>17,604.36</u>	<u>-17,192.06</u>	<u>-97.7%</u>
<b>Net Income</b>	<u><u>412.30</u></u>	<u><u>17,604.36</u></u>	<u><u>-17,192.06</u></u>	<u><u>-97.7%</u></u>

## Senior Nutrition Program Report

Council On Aging Meeting  
December 2018

The Senior Nutrition Program has two parts; home-delivered meals known as Meals On Wheels (Home-delivered meals) and the congregate meal site known as the Rendezvous Café. Home-delivered meals are served to seniors 60 and older, homebound due to illness and/or disability and unable to prepare nutritious meals for themselves. Simi Valley's Rendezvous Café serves meals to seniors 60 and over here in the multipurpose room from 11:30 a.m. – 12:30 p.m. Monday to Friday.

During the month of November, 3573 home-delivered meals were served and 868 congregate meals were served. A total of 588 seniors have participated in both programs since the beginning of the fiscal year on July 1<sup>st</sup>.

Simi Valley's Senior Nutrition Program served at 107% of the monthly contracted number of meals and year-to-date service stands at 102% of contracted meals.

On Monday, December 31<sup>st</sup>, the SNP's Rendezvous Cafe will host a New Year's Eve Bash at 10:30 a.m. and during lunch with entertainment provided by Coop's Déjà vu.

# 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
Nov	3573	13	\$ 3,418.41	Nov	868	38	\$928.51	Nov	4441	51
<b>YTD Totals:</b>	<b>16,182</b>	<b>213</b>	<b>\$ 15,916.91</b>	<b>YTD Totals:</b>	<b>5,087</b>	<b>375</b>	<b>\$5,689.37</b>	<b>YTD Totals:</b>	<b>21,269</b>	<b>588</b>

## CITY OF SIMI VALLEY • MEMORANDUM

**DATE:** December 6, 2018

**TO:** Simi Valley Council On Aging Executive Board

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

**SUBJECT:** DISCUSSION/ACTION ON A REQUEST TO APPROVE A BUDGET AMENDMENT FOR THE PURCHASE OF GIFT CARDS FOR THE CLOSED FOOD PANTRY PROGRAM RECIPIENTS IN THE AMOUNT NOT TO EXCEED \$400

On October 9, 2017 the COA Executive Board approved support to the Closed Food Pantry (Senior Share) with an annual budget of \$5,300 to subsidize costs associated additional food, mileage and miscellaneous expenses.

The FY 2018-19 COA Budget was approved with \$5,700 allocated for the support of the Senior Share program. Year to date, the COA has not had any direct expenses to this program for FY 2018-19 due to the continued support of Food Share Inc.; however, the administrative format of the program transitioned as of December 1, 2018, under a newly executed Memorandum of Understanding.

Senior Share volunteers have partnered with City staff to solicit donations from City of Simi Valley employees for the purposes of funding the purchase of gift cards for Senior Share participants. Therefore, a budget amendment increasing the program budget from \$5,700 to \$6,100 is being requested to ensure that the Senior Share program has sufficient budget for the ongoing operations and the purchase of additional gifts cards if there is a need to supplement the City employees' donations. Authorization is also requested to purchase gift cards not to exceed a total of \$400.

Prepared by: Robert Martin, Assistant Community Services Manager

## CITY OF SIMI VALLEY • MEMORANDUM

**DATE:** December 6, 2018

**TO:** Simi Valley Council On Aging Executive Board

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

**SUBJECT:** DISCUSSION/REVIEW OF AMENDMENTS TO COA GOVERNING BY-LAWS

At the May 14, 2018 COA meeting, the COA Executive Board appointed Sharon McCann Chair of the By-laws, Policy and Procedure Review Ad Hoc Committee. The Committee, along with City staff, reviewed and proposed amendments to the existing by-laws to better reflect current practices being followed by the COA Executive Board and Committees.

As described in Article V., Section 6 of the COA By-laws, the COA Executive Board can recommend amendments to the By-laws by a two thirds (2/3) vote of the General Membership present at any regular meeting where a quorum of the Executive Board is present. Notice of the proposed amendments of the By-laws and a written copy of the proposed amendment(s) must be presented at a COA meeting one month prior to the vote being taken. The attached document reflects proposed changes to the Simi Valley Council On Aging By-laws and are subject to the Executive Board's consideration to recommend changes to the City Council at the January 14, 2019 COA meeting.

Attachment



# 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 BY-LAWS

### **Article I. Creation and Name**

Resolution No. 74-1 of the City Council of the City of Simi Valley created a Council On Aging. Said advisory body shall officially be called the Simi Valley Council On Aging.

### **Article II. Purpose and Objectives**

#### **Section 1. Purpose**

The purpose of the Simi Valley Council on On Aging shall be to advise the City on all matters dealing with senior quality of life issues including, but not limited to, such areas as nutrition, transportation, housing, health care, recreation, education, social relations and employment and;

Administer programs and events to enhance the lives of seniors and;

Conduct fundraising events, programs and apply for grants and to seek funds and donations to support senior quality of life issues.

#### **Section 2. Objectives**

The objectives of the Council on On Aging (COA) are: to identify the problems and needs of seniors; to develop and recommend solutions to the City Council and/or other appropriate organizations and agencies; and to administer and support programs that benefit seniors.

### **Article III. Organization and Membership**

#### **Section 1. Composition**

The COA shall be comprised of the General Membership, an Executive Board and advisory members.

#### **Section 2. General Membership**

The General Membership shall consist of all seniors aged 60 years and older, residing within the ~~City's sphere of influence~~ incorporated City boundaries and immediately adjacent unincorporated areas, who desire to take part in the activities of the COA.

### Section 3. Executive Board Members

#### A. Members

The Executive Board shall consist of a minimum of seven (7) members, with a maximum of nine (9) members, nominated by the General Membership, and appointed by the Mayor with the advice and consent of the City Council. Members of the Executive Board must reside within the ~~City's sphere of influence~~ incorporated City boundaries and immediately adjacent unincorporated areas. No person may be appointed to the Executive Board if the appointment to the Executive Board would constitute an incompatible holding of office prohibited by Section 1126 of the California Government Code. No person who is appointed to the Executive Board may participate in the making of any decision if that person may have a conflict of interest under 1090 et seq. of the California Government Code, 87100 et seq. of the California Government Code, or Simi Valley Council Resolution No. 85-150.

#### B. Responsibilities of the Executive Board Members

1. Attend and actively participate in all regular and special meetings of the Simi Valley COA.
2. Promote the COA throughout the community.
3. Serve as an officer of the Executive Board upon election by the Executive Board.
4. Serve as a liaison, ~~program manager~~ and/or ad hoc advisory committee chair upon appointment by the chair of the Executive Board.
5. Take an active role in efforts to enhance the membership and participation in the COA.
6. Actively support fundraising endeavors sponsored by the COA.
7. Inform the Chair and/or ~~Senior Services Manager~~ Staff Liaison of all agenda items for discussion or action ~~at least 10 days before the next scheduled COA meeting~~ as required by City staff.
8. Participate in COA activities and programs.
9. ~~Review and sign the City Council's adopted Code of Ethics and Conduct Document.~~

#### C. ~~Advisory Members~~



~~Advisory members to the Council On Aging shall be: the City Council Liaison; a representative from Simi Valley Adult School; representatives from the Ventura County Area Agency on Aging Advisory Council; and the Senior Services Manager.~~

D C. Nominating Committee

The COA Chair shall appoint an Ad Hoc Nominating Committee with the majority approval of the Executive Board. This committee shall be charged with the task of identifying candidates to serve on the Executive Board. The Nominating Committee will solicit applications from eligible candidates and will announce a slate of candidates to the General Membership for their consideration at the December meeting. The General Membership shall vote on the candidates to be presented to the City Council for appointment at the annual meeting in January.

E D. Terms

1. Terms of Office

Executive Board term of appointments shall be for staggered two-year terms. An Executive Board member may not serve more than two (2) consecutive terms. At least twelve (12) months shall elapse before former members may be eligible for reappointment. New appointments shall be made every twelve (12) months, with the term commencing on February 1, of each year. COA Executive Board members serve at the pleasure of the City Council and may be removed from office by a majority of the five (5) members of the City Council.

2. Vacancies

Vacancies occurring on the Executive Board will be filled by the nomination of a candidate by the COA General Membership for appointment consideration by the City Council. Appointments may be made to fill vacancies at any time. Notice of said vacancy shall be posted consistent with state law and City policies. ~~at the Senior Center and at City Hall within twenty (20) days after the vacancy occurs. The notice must be posted at least ten (10) working days prior to the nomination process taking place (per Maddy Act).~~ The term of the appointee to the vacancy shall count as a full term.

F E. Absences

If a member of the Executive Board misses two (2) or more consecutive or scheduled meetings, or three (3) or more of the meetings in any twelve-month period without a valid excuse or the approval of a majority of the Executive Board members, the seat of such member shall be deemed

immediately vacated. The COA Executive Board, by majority vote, may allow a longer absence if extenuating circumstances warrant a longer absence.

#### ¶ F. Communications

1. It is the defined role and responsibility of the COA to identify the needs of seniors and to develop and recommend solutions to the City Council and/or other appropriate organizations and agencies. The COA may make recommendations to the City Council by ~~written resolutions or~~ motions adopted by the affirmative vote of a majority of the Executive Board members of the COA voting on the issue. All communications from the COA to the City Council shall show the number of members supporting, opposing, and abstaining from voting upon each such ~~resolution or~~ motion.
2. The COA shall not, nor shall any member of the COA, use their position, or the name of the COA, to directly endorse or imply endorsement for any enterprise/development/project.
3. The COA Executive Board shall coordinate and channel all official communications to the City Council through a designated Executive Board spokesperson to the City of Simi Valley Senior Services Manager Staff Liaison.

#### ¶ G. Candidates for Public Office

If any member of the Executive Board shall file as a candidate for election to a public office, the holding of which would be incompatible with Executive Board membership under the provisions of California Government Code Section 1126, she/he shall take a leave of absence from the Executive Board. If any member of the Executive Board shall be elected or appointed to any such foregoing described public office, his/her seat as a member of the Executive Board shall become vacant upon the assumption of the other public office.

### **Section 4. Executive Board Officers**

Executive Board officers shall include a Chair, Vice-Chair, Recording Secretary, Corresponding Secretary, and Treasurer. The Executive Board shall elect officers annually by a majority vote of the Executive Board members at the February meeting, and they shall continue in office until their successors are elected or the end of their Executive Board term, whichever occurs first. Interim Officer elections may be used to fill vacant Officer positions as needed

#### A. Chair - The duties of the Chair:

1. Preside over all regular and special meetings of the COA.

2. Be the official representative of the COA to the City Council and to represent the official positions taken by the COA.
3. Make appointments to ad hoc advisory committees, program manager and liaison positions with the approval of the Executive Board.
4. Develop the agenda for all meetings with the advice of the ~~Senior Services Manager~~ Staff Liaison.
5. Ensure the completion of all projects, including fundraising projects, undertaken by the COA.
6. Represent the COA at community functions as needed or appoint an alternate.

B. Vice-Chair - The duties of the Vice-Chair:

1. Perform the duties of the Chair in his/her absence.
2. May function as the parliamentarian and advise the Chair on such matters.

C. Recording Secretary - The duties of the Recording Secretary:

1. Provide minutes for all regular and special meetings.
2. Keep an accurate and permanent record of the attendance of Executive Board members, advisory members, general members, and guests and staff at all regular and special meetings.

D. Corresponding Secretary - The duties of the Corresponding Secretary:

Prepare COA correspondence as needed.

E. Treasurer - The duties of the Treasurer are to ensure the COA's compliance with its Financial Policies and Procedures with the assistance of the Staff Liaison.:

- ~~1. Keep accurate records of all COA financial transactions including expenditures and collection and deposit of all donations made to the COA.~~
- ~~2. Provide the Executive Board and General Membership with written monthly, and year end reports of COA finances.~~

- ~~3. Serve as the Chair of any ad hoc advisory committee related to finance matters.~~
- ~~4. Ensure that checks are prepared as authorized by the Executive Board.~~
- ~~5. At least forty-five days prior to the start of each fiscal year, the Treasurer, in conjunction with the Chair, shall prepare and submit to the Executive Board for approval at the June meeting, a proposed COA annual budget for the forthcoming fiscal year.~~

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#### ~~Section 5. Executive Committee~~

~~The COA may convene an Executive Committee of the COA Executive Board as needed to address issues related to the mission, operation, programs and general membership of the COA. The Executive Committee shall consist of four members or less than a quorum of the Executive Board Members and may not have a quorum of the Executive Board in attendance.~~

#### ~~Section 6 5. Liaison/Program Manager, and Ad Hoc Advisory Committee Functions~~

- A. Liaisons - The Chair shall appoint, with the majority approval of the Executive Board members present, a liaison ~~or Program Manager~~ for each position as needed to meet current program needs of the COA on the COA Organization Chart. Each liaison ~~or Program Manager~~ shall live within the incorporated City boundaries or immediately adjacent unincorporated area and will be responsible for:
1. Serving as the COA Executive Board representative for their designated area of responsibility.
  2. Interfacing and working with staff, volunteers, and/or Executive Board members to address issues or concerns within their assigned area of responsibility.
  3. Reporting to the Executive Board any pertinent activities within their assigned area.
  4. Requesting items to be agenized for review, discussion, and action by the full Executive Board as needed.
  5. Serving as the Chair of any ad hoc advisory committee convened to address specific tasks or research within their assigned area of responsibility.

- B. Ad Hoc Advisory Committees - The Executive Board may appoint ad hoc advisory committees, consisting of COA general members, as required. These may include, but are not limited to, the Nominating Committee and the Wayne Templeton Volunteer of the Year Selection Committee.
1. Ad hoc advisory committees may be convened as needed for a specified task, or to research and investigate issues or recommendations that are reported back to the full Executive Board. Ad hoc advisory committees shall consist solely of less than a quorum of Executive Board members, may not have a quorum of the Executive Board in attendance, and are disbanded upon completion of their task or assignment. All ad hoc advisory committees shall include at least one Executive Board member.
  2. Each ad hoc advisory committee shall provide regular reports to the COA on its activities.
  3. Ad hoc advisory committee recommendations shall be submitted to the Executive Board for appropriate action.
  4. No ad hoc advisory committee will represent a position for the COA, or present any findings, or recommendations to another entity except at the direction of the Executive Board.
  5. Each ad hoc advisory committee will be responsible for the completion of all aspects of programs and projects duly assigned to it by the Executive Board.
  6. The chair of each ad hoc advisory committee will be responsible for: scheduling meetings, notifying committee members of meetings, keeping minutes and attendance for each meeting, and keeping the Executive Board advised of committee activities.

#### **Article IV. Meetings**

COA regular general membership meetings are ~~usually~~ conducted on a monthly basis from September to June and special meetings may be called by, ~~except by special call~~ of the Chair. Concurrent with regular COA monthly general membership meetings, the Executive Board is convened and empowered to conduct the business of the COA. Two votes are taken for each ~~action item~~ New and Continued Business item on the agenda, one by the Executive Board and one by the General Membership. Both votes are recorded in the minutes of the meeting. In the unlikely event of a disagreement in the vote on any issue, the vote of the Executive Board duly elected by the COA and appointed by the City Council, shall prevail.

#### **Section 1.**

The Executive Board shall establish and announce a specific time and place for COA regular meetings. Special meetings as well as regular meetings shall be noticed and agendas prepared and posted at the Senior Center and at City Hall, at least 72 hours in advance pursuant to state law and City policies.

## **Section 2.**

The January COA meeting shall be considered its annual meeting.

## **Section 3.**

The COA may act or conduct official business only at duly noticed COA meetings operating under established procedures as set forth in this article and under the provisions of the Ralph M. Brown Act.

## **Section 4.**

The Chair of the Executive Board shall establish the agenda for COA meetings. However, at any regular meeting of the COA, any ~~member~~ person may request the inclusion of any specific agenda item for future meetings, and upon concurrence of a majority vote of the members of the Executive Board, such item will be placed on the agenda.

## **Section 5.**

A quorum of a COA meeting shall be more than half (majority) of the current members appointed to the Executive Board. A quorum must be present at any meeting during which business is transacted or a vote taken. In the absence of a quorum, information meetings may be disseminated and action items will be placed on the agenda of the next meeting or a special meeting may be held to ~~present information and conduct discussion on matters of interest to members.~~

## **Section 6.**

The COA Executive Board may, by a majority vote, ~~waive~~ cancel regular monthly meetings ~~during the summer, holiday seasons, or at other times they~~ it deems appropriate.

## **Section 7.**

Public input will be recognized at each meeting under "Public Statements" for ~~on~~ all agenda items. The Executive Board may solicit additional public input on specified items as needed as well as other information that may be brought before the COA ~~under "Public Statements".~~

## **Article V. Standing Rules**

### **Section 1.**

No member of the COA shall use the title of COA member on any form of communication unless authorized by the Executive Board and channeled through the ~~Senior Services Manager~~ Staff Liaison.

**Section 2.**

The COA shall not present or purport to represent positions, policies, or direction for the City of Simi Valley or its City Council without the prior approval of the City Council.

**Section 3.**

No COA meeting or activity shall be used as a forum for personal gain or partisan or non-partisan politics.

**Section 4.**

The rules contained in the current edition of Roberts Rules of Order (~~Newly Revised~~) shall govern the COA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rule or order adopted by the COA Executive Board. Failure to follow any procedural rule shall not invalidate any action or decision of the COA. The purpose of such rules are for the consistency of the COA in order to run an orderly meeting and shall not be deemed to be substantive in nature.

**Section 5.**

All meetings, minutes, and records of the COA shall be open to the public.

**Section 6.**

The COA By-laws may be recommended for amendment ~~amended~~ by a two-thirds (2/3) vote of the General Membership present at any ~~regular~~ COA meeting where a quorum of the Executive Board is present. Notice of a proposal to amend the By-laws and a written copy of the proposed amendment(s) must be presented at ~~the a~~ a COA meeting ~~one month~~ prior to the meeting at which the vote is being taken.

**Article VI. Fiscal Matters**

All fiscal matters shall be governed by the COA Financial Policies and Procedures.

~~**Section 1.**~~

~~\_\_\_\_\_ The fiscal year of the COA shall be July 1 through June 30.~~

~~**Section 2.**~~

~~The COA Executive Board shall publish, at least annually, a report describing its activities, including a financial statement.~~

~~**Section 3.**~~

~~At the end of each fiscal year, the financial records of the COA shall be submitted to the City of Simi Valley for review.~~

~~**Section 4.**~~

~~All fundraising conducted by the COA shall be accomplished using the City of Simi Valley's IRS No. 95-2626170.~~

**Article VII. City Support**

**Section 1.**

The City may provide the following services to the COA:

- A. City Staff Liaison and/or Senior Center Liaison Senior Services Manager (or Assistant Manager in Manager's absence) serves as support and advises the COA on policies, procedures, financial and governing laws. an advisory member to the COA.
- B. Reasonable assistance from City staff for the preparation and distribution of agendas, minutes, and program materials including, but not limited to, flyers, event artwork, direct mailing, postage and other assistance related to fund raising and events letters, reports, flyers, and posters as needed.
- ~~C. The printing, assembly, and mailing of a periodic COA newsletter.~~
- ~~D~~ C. The services of City staff to serve as a liaison with State and County agencies and the community-at-large on senior issues.



## CITY OF SIMI VALLEY • MEMORANDUM

**DATE:** December 6, 2018

**TO:** Simi Valley Council On Aging Executive Board

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

**SUBJECT:** RECEIVE AND FILE UPDATES TO THE COA'S FINANCIAL POLICIES AND PROCEDURES

At the May 14, 2018 COA general meeting, the COA Executive Board appointed Sharon McCann Chair of the By-laws, Policy and Procedure Review Ad Hoc Committee. The Committee, along with City staff, reviewed and updated the existing financial policies to reflect current practices being followed by the COA Executive Board and Committees and current financial requirements of the City. These updates also clearly outline the responsibilities of the Treasurer and help describe updated procedures pertaining to financial matters.

The updated Financial Policies and Procedures are provided for informational purposes to the COA Executive Board as they are administrative in nature and are for information only. They have been reviewed and accepted by the Committee and City staff and are being presented with the By-laws because of their relation to sections of the by-laws.

Attachment

**Council On Aging  
Financial Policies and Procedures  
Revised December 2018**

I. Areas of Responsibility

- a. Executive Board - The Executive Board is responsible for prudent management of COA funds. In order to fulfill this responsibility, the Executive Board shall:
  - i. Review and approve written financial policies and procedures in conjunction with the adoption of the annual budget or as needed during the year to incorporate best practices.
  - ii. Review and approve the annual budget so that COA goals can be achieved and an operating reserve of 17% be maintained.
  - iii. Approve budget adjustments for income or expenditures that are not included in the approved budget.
  - iv. Review and approve an annual financial report to be distributed at the first COA meeting after the close of the books from the prior fiscal year.
  - v. Approve any change in software used to maintain COA records in conjunction with City staff.
  
- b. Treasurer - The treasurer is responsible for oversight and communication of the financial records and the financial affairs of the COA in accordance with established financial policies. In order to fulfill these responsibilities, the treasurer shall:
  - i. Appoint an ad hoc Finance Committee to assist in the preparation of the budget.
  - ii. Request projected income and expenses for each budget category for the upcoming year from each responsible party.
  - iii. Prepare a draft budget for the ad hoc Finance Committee's review.
  - iv. Oversee the COA's financial reporting.

- v. Approve expenditures in compliance with the adopted budget prior to check issuance by Bookkeeper at least bi-weekly.
  - vi. Refer any requested expenditure not in the approved budget to the Executive Board for review and approval for a budget adjustment.
- c. Bookkeeper – The bookkeeper, as authorized and funded by the COA Executive Board, is responsible for maintaining the records of the finances of the COA, including verifying and preparing deposits for banking on a weekly or as needed basis. All vouchers for expense are to be reviewed and approved provided they fall within the approved budget and are in compliance with established COA financial policies and procedures. The Bookkeeper will provide input on all matters relating to investments and banking of COA funds consistent with City policies.
- i. Prepare deposits.
  - ii. Post all financial activity in the COA financial program.
  - iii. Reconcile monthly bank statements and prepare quarterly reports required by the City.
  - iv. Issue checks for approved expenditures.
  - v. Verify all deposits.
  - vi. Maintain supply of banking items such as deposit slips, checks, etc.
  - vii. Use approved software for all recordkeeping, budgeting, and banking.
  - viii. Process all 1099 and all associated tax documentation for vendors.
- d. Ad hoc Finance Committee – The Finance Committee is an ad hoc committee that is convened by the Treasurer to advise the COA Executive Board on financial matters in accordance with established COA financial policies. The Bookkeeper shall serve in an advisory capacity to the Finance Committee on financial matters. The Committee shall:

- i. Review and assist in the preparation of the draft budget prepared by the Treasurer, altering it as necessary given the goals and objectives for the year.
- ii. Review and revise, if necessary, the financial policies and present any changes to the Executive Board on an as needed basis for its review and approval.

## II. Financial Management and Reporting

### a. Records Management

- i. Objective – To take all practical steps to ensure that all financial transactions for the COA have been received and recorded and are available to the public upon request.
- ii. Basic Principle – There must be supporting evidence for both the acceptance of money and the disbursement of funds. The evidence must be available for review by members of the COA, City staff, or the public.
- iii. Financial information system – The financial information system provides a means of identifying sources of income and expenditures in accordance with the approved budget. It permits reporting of the current financial state of the COA.
- iv. The fiscal year shall be July 1 through June 30.
- v. At the end of each fiscal year all account balances shall be reconciled.
- vi. All records shall be maintained in accordance with the City's Record Retention Schedule.
- vii. Account and Transaction Details - The following account and transaction details are to be maintained:
  - 1. The kind of account and the account numbers shall be identified.

2. Entries of receipts, disbursements, transfers, and account balances are to be made in a timely manner and in chronological order.
3. All interest, transfer of funds, deposits, and withdrawals shall be documented.
4. Funds received are recorded on a Deposit Processing Worksheet and are entered in the current COA accounting program.
5. Credit card payments will be recorded in the COA accounting program for the applicable class.

b. Reporting

- i. Council On Aging shall receive monthly financial reports at the regularly scheduled COA meetings in a form approved by City staff. Additionally, the COA shall receive a year end summary after the close of the books for the prior fiscal year and a mid-year budget update.
- ii. City Council shall receive an annual budget from the COA including prior year actual activity, current year budget and estimate actuals, and the next year's budget.
- iii. The City's Fiscal Services staff shall receive quarterly statements of all accounts and commitments in addition to any other requests for financial data as needed.
- iv. Documentation and records of COA expenditures and income shall be made available on an approved computer program and in hard copy form.

c. Financial Management

i. Banking

1. The COA checking account will be maintained in a FDIC insured banking institution in the City of Simi Valley.

2. The Board Chair and Treasurer plus City Employees designated by the Community Services Director and/or City Manager shall have signature rights on the checking account.
3. Checks will be signed by one Executive Board Member and one designated City Employee.
4. The Bookkeeper may not be one of the signers.

ii. Investments

1. The COA also maintains investment accounts to increase the value of the COA's financial assets.
2. All investments are to be maintained in an FDIC insured institution(s) in the City of Simi Valley or in a City Approved Investment Product consistent with the City's investment policy.
3. Investment accounts will be consistent with City policy requirements.
4. Once the COA has accrued money beyond the needs of the budget, the money will be invested in low risk, safe and steady growth accounts. No more than the FDIC maximum for all accounts may be invested in any one institution and investments will be limited to Savings and Time Deposits or in a City Approved Investment Product.
5. Annually, the Board will assess the invested money's performance and value.

iii. Budget

1. Budget approval – The Council On Aging Ad Hoc Finance Committee will develop a budget to be presented to the Executive Board and General Membership for review. Once

reviewed, the Executive Board and General Membership will vote to adopt the budget. Once approved, the COA budget will be submitted to the City Council as a receive and file item.

2. Expenditures - All expenditures must be pre-approved by way of the approved budget or action of the COA Executive Board.
3. Unbudgeted expenditures up to \$150 may be may be approved by the Bookkeeper and COA Chairperson as long as there is unencumbered budget balance in the appropriate account.
4. Unbudgeted expenditures over \$150 require a budget adjustment approved by the COA Executive Board.
5. Revenues are to be budgeted and updated as needed to maintain a balanced budget.
6. Carryovers – The COA shall receive and file all encumbered carryovers after the close of the fiscal year. All unencumbered carryovers are subject to the approval of the Executive Board.

#### iv. Fundraising

1. The COA has the authority to fundraise as approved by City Council action, Resolution # 2006-61.
2. The COA is further authorized to accept individual gifts and/or donations up to \$2,500 under the delegated authority of the City Manager.
3. Donations in excess of \$2,500 up to \$10,000 will require City Manager approval prior to acceptance.
4. All donations \$10,001 or more can be accepted with City Council approval prior to acceptance.

v. Procurement

1. The COA has procurement authority up to \$7,500.
2. All purchases exceeding \$7,500 will be routed through the City's procurement approval process.
3. All procurements shall be made in accordance with the City's purchasing ordinance.

vi. Disbursements

1. All disbursements are made by check or credit card.
2. A file with the supporting check request form is retained for each disbursement. The check request indicates the check number, amount, and date of disbursement.
3. All disbursement must be approved by the Treasurer and Bookkeeper consistent with the approved budget.
4. Credit card reconciliation and payment processing will be handled in compliance with the COA's Purchasing Card Policy.

vii. Petty Cash Accounts

1. Start Up Money – petty cash funds may be established to be used as startup money, e.g., dances, ticket sales, etc. as approved in the budget. Each petty cash fund will be approved for specified time period with all reconciliation and documentation to be provided to the Bookkeeper at the close of the time period.
2. A custodian of the fund, who is directly responsible for the safekeeping and disbursement of the cash, shall be appointed by the COA Chair. The original check written to establish the fund, and checks written to replenish it, are made payable to Cash with the custodian named on the memo line of the check.



3. Expenses paid from a petty cash fund can only be made for the purpose(s) for which the fund was authorized and must be supported by receipts, which should contain the following information:
  - a. Date of purchase or payment;
  - b. Name of vendor or other payee;
  - c. Positive evidence that a payment was made, i.e., a cash register receipt or a handwritten receipt on which the word "Paid" appears;
  - d. Amount paid;
  - e. Description of the goods purchased (entered by the vendor if a handwritten receipt is obtained, or by the purchaser if a cash register tape is issued), or of the services provided; and
  - f. Signature indicating receipt of purchases or services.
  - g. Reimbursement of funds - Reimbursements made to a fund custodian for petty cash expenditures are based on a Check Request which must be supported by purchase receipts.
  - h. Responsibilities - The Bookkeeper is responsible for reviewing receipt documents provided in support of requests for reimbursement of petty cash expenditures and for approving them prior to payment.