



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, January 14, 2019

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. Wayne Templeton Volunteer of the Year Award (AJ Hardy)
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
10. Officer, Liaison, Program Manager, and Ad Hoc Committee Reports
 - A. Officer Reports
 1. Vice Chair (Kenneth Sinn)
 2. Treasurer (Char Jackowicz), Balance Sheet, Profit and Loss (see attached)
 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, see attached)
 - 4. Senior Kits Liaison (Antoinette Olson & Jerie St. Germain)
 - 5. Dance Liaison (Antoinette Olson)
 - 6. Bingo Bonanza (Char Jackowicz & Stephanie Newbrook)
 - 7. Wellness Expo (Pete Stong)

- C. Ad Hoc Committee Reports
 - 1. COA Executive Board Nomination Committee (Janet Plant)
 - 2. By-laws, Financial Policy and Procedure Review Committee (Sharon McCann)

- 11. Continued Business
 - A. Discussion/Action on proposed amendments to the COA governing By-laws (see attached Memo and proposed By-laws revisions)

- 12. New Business
 - A. Introduction of COA Executive Board candidates
 - B. Open election by the COA general membership to recommend four 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/Programs
 - A. COA Dance, Friday, February 8, 2019

- 14. Suggested Agenda Items for the COA Meeting on Monday, February 11, 2019

- 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 1:04 p.m. Toni Olson led the Pledge of Allegiance.
2. Roll Call – Ken Sinn called Roll Call. Members present were Al Fournier, Char Jackowitz, Antoinette Olson, Janet Plant, Ken Sinn and Jerie St. Germain. Jean Cecil, Stephanie Newbrook, and Pete Stong were excused. Ken Sinn 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 Al Fournier and seconded by Jerie St. Germain to approve the minutes of November 5, 2018. The motion passed unanimously.
5. Report of COA Chair

Toni Olson noted that the *Simi Valley Acorn* had a cover article about this year's Thanksgiving Eve Dinner at the Senior Center. She announced that both of the recent Drama Club performances had an excellent turnout. She asked for a moment of silence to observe the passing of former President George H.W. Bush.

6. Representative Reports

- A. City Council

Council Member Mike Judge said that the new Mayor and Council Members would be sworn in at the City Council meeting. Boot Barn will be opening January 10, 2019. The cause of the Woolsey Fire is still being investigated. The work continues toward opening the new Aldi store and the building of the new assisted living facility at Griffin Plaza. He also announced that the Wendy's with a drive-thru will be opening next month. Recently, there were break-ins at businesses and Council Member Judge said that businesses are asked not to keep any cash overnight at their stores to discourage thieves.

- B. Community Services – No report.

- C. Senior Center

Angel Sierra thanked the COA By-laws, Policy and Procedure Review Committee for its recent work on revisions to the By-laws and Financial Policies and Procedures.

D. Ventura County Area Agency on Aging

Toni Olson said the VCAAA is dark in December. She recently attended the California Commission on Aging meeting in Sacramento.

7. Presentations

A. Special Acknowledgement and Recognition of John Schick as a recipient of the French National Order of the Legion of Honour

Toni Olson said that John Schick was unable to attend today's meeting as he was just recently discharged from the hospital. She said that he will be recognized at one of the January 2019 City Council meetings and that there were only 75,000 of these awards given in the entire world. A card for Mr. Schick was available for people to sign.

8. Public Statements – None.

9. Informational Presentations

A. Overview of the COA Executive Board Roles and Responsibilities

Toni Olson gave a brief overview of COA Executive Board member responsibilities and the COA officers outlined the duties of each of their respective roles. She emphasized that each Board member is expected to chair or co-chair a COA fundraising event.

B. Introduction of COA Executive Board Applicants

Janet Plant stated that there were eight total applicants and introduced Charles Jones, Theresa Lewis, Clyde "Bill" Oliver, Mary Radford and Ed Tingstrom who were present at the meeting. She said a COA Orientation would be held in early January. At the January 14, 2019 meeting, each applicant will have three minutes to address the audience prior to the election. There are four Board positions open and the successful candidates will serve two-year terms.

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

A. Officer Reports

1. Vice Chair – No report.

2. Treasurer

Char Jackowitz deferred to Don Novell who stated that after the Balance Sheet was printed, \$7,500 was transferred from the US Bank Checking account to the Savings account. He stated there is currently \$250,000 in available funds. The COA budgeted \$25,000 for Outreach to serve seniors in the community. The COA is looking to other service groups for recommendations of organizations to which the COA can give money, but it must do its due diligence first. The status of the new cover for the patio is that funding has been approved for an architect to design the project to determine the cost of construction.

3. Corresponding Secretary

Toni Olson reported on behalf of Pete Stong that all thank you correspondence has been sent, including a letter to the Rotary Club for sponsoring the Thanksgiving Eve dinner.

B. Liaison & Program Manager Reports

1. Senior Share Liaison – No report.

2. Senior Nutrition Program Liaison

Ed Mazeika referred to Attachment 10. B. 2. and emphasized that both the congregate and home-delivered meal programs provide much needed social support to recipients in addition to a nutritious meal. The “cost” is actually a suggested donation amount of \$3.00 for congregate meals and \$3.50 for home-delivered meals.

3. Housing Liaison – No report.

4. Senior Kits Liaison

Jerie St. Germain said that 154 kits were given out in November and volunteers expect to have 170 people pick up kits on Thursday which is the December distribution date.

5. Dance Liaison

Toni Olson reported that the New Year’s Eve dance is sold out. She stated that she will no longer be serving on the COA Board after the January 2019 meeting so the COA will need a new Board

member to chair both the Dance Committee and the Arts & Crafts Fair event.

C. Ad Hoc Committee Reports

1. By-laws, Policy and Procedure Review Committee

Sharon McCann thanked City staff and the committee members, especially Don Novell, for their assistance in revising the By-laws and Financial Policies and Procedures. She stated that since any changes to the By-laws must be approved by the City Council, the intention is to make the By-laws a “living document” that will not need to be revised very often. She explained that the By-laws state that the Treasurer will adhere to the Financial Policies and Procedures; it will be easier to revise those as needed because changes do not have to be approved by the City Council. She also stated that the language in the By-laws was clarified regarding unincorporated areas of Simi Valley in regards to COA membership.

2. COA Executive Board Nomination Committee

COA Executive Board applicants present at the meeting were introduced during Agenda Item 9. B. Applicant Ed Tingstrom stated that he would be out of the country during the January 14, 2019 COA meeting but was told that he could submit a written statement to be read at the meeting.

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)

It was emphasized that approval of this item authorizes a one-time budget amendment for one December 2018 distribution day. Char Jackowicz referenced the purpose of the COA as stated in the COA By-laws and asked members to consider this when making a decision to approve or not approve this request.

A motion was made by Ken Sinn and seconded by Janet Plant to approve the request for a budget amendment and the purchase.

Board	Ayes	4	Nays	0	Abstentions	1
Audience	Ayes	17	Nays	0	Abstentions	0

The motion passed.

- B. Discussion/Review amendments to the COA governing By-laws (see attached memo and proposed By-laws revisions)

A motion made by Janet Plant and seconded by Jerie St. Germain to provide notice of the proposed amendments to the By-laws one month prior to a vote to accept the amendments at the January 14, 2019 meeting.

Board	Ayes	5	Nays	0	Abstentions	0
Audience	Ayes	16	Nays	1	Abstentions	0

The motion passed.

- C. Receive and File updates to the COA's Financial Policies and Procedures (see attached memo and policies and procedures)

Janet Plant moved to receive and file updates to the COA's Financial Policies and Procedures and Al Fournier seconded the motion. The motion passed by a consensus of the Executive Board.

13. Announcements of Upcoming Senior Center Events

- 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 January 14, 2019

There was a suggestion to enact an Ad Hoc committee to liaise between the COA and the City Council regarding the Senior Center patio cover.

15. Adjournment

By consensus of the Executive Board, the meeting was adjourned at 2:26 p.m.

9:46 AM
12/19/18
Cash Basis

Council on Aging
Balance Sheet
As of December 19, 2018

AGENDA ITEM NO.
10.A.2

	<u>Dec 19, 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	<u>14,139.83</u>
Total US Bank Checking 5601	14,963.01
US Bank Savings	
MOW Rst.	33,000.00
US Bank Savings - Other	<u>192,345.73</u>
Total US Bank Savings	225,345.73
1040 · Petty cash	
1041 · Cash Drawer	200.00
1042 · Dance Cash Drawer	<u>100.00</u>
Total 1040 · Petty cash	<u>300.00</u>
Total Checking/Savings	<u>259,976.02</u>
Total Current Assets	<u>259,976.02</u>
TOTAL ASSETS	<u>259,976.02</u>
LIABILITIES & EQUITY	<u>0.00</u>

9:47 AM
12/19/18
Cash Basis

Council on Aging
Profit & Loss
July 2018 through June 2019

	<u>Jul '18 - Jun 19</u>
Ordinary Income/Expense	
Income	
4 · Contributed support	
4010 · Individual Contribution	3,520.00
4015 · Business Contribution	100.00
Total 4 · Contributed support	<u>3,620.00</u>
5 · Earned revenues	
5310 · Interest-savings/short-term inv	23.28
5340 · Other investment income	-156.36
5490 · Miscellaneous revenue	8,821.46
5560 · Tickets	7,974.26
5570 · Drawings	26.00
5580 · Table Reservations	8,685.00
Total 5 · Earned revenues	<u>25,373.64</u>
Total Income	<u>28,993.64</u>
Gross Profit	28,993.64
Expense	
7200 · Contract for Service	
7220 · Musicians & bands	2,775.00
Total 7200 · Contract for Service	<u>2,775.00</u>
7500 · Other Contract for Service Exp	
7540 · Professional fees - other	1,200.00
Total 7500 · Other Contract for Service Exp	<u>1,200.00</u>
8100 · Non-Contract for Service Exp	
8110 · Supplies	4,761.43
8112 · Food	295.88
8115 · Program Expense	7,000.00
8120 · Advertising	136.50
8125 · Video Rentals	67.45
8160 · Equip rental & maintenance	75.00
8170 · Printing & copying	358.28
Total 8100 · Non-Contract for Service Exp	<u>12,694.54</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>25,552.74</u>
Net Ordinary Income	<u>3,440.90</u>
Net income	<u><u>3,440.90</u></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
Nov	3573	13	\$ 3,418.41	Nov	868	38	\$928.51	Nov	4441	51
Dec	3437	9	\$ 2,712.50	Dec	739	43	\$864.07	Dec	4176	52
YTD Totals:	19,619	222	\$ 18,629.41	YTD Totals:	5,826	418	\$6,553.44	YTD Totals:	25,445	640

Council on Aging – Housing Liaison Report

January 14, 2019

1. Walnut Street Senior Village (UPDATE)

On The north side of Walnut between Lemon Drive & Cole Ave.

This site combines 2 lots to total 12.57 acres. Requires a zone change from Residential Low to Residential Moderate & accordingly requires an amendment to the General Plan Land Use designation.

The developer has been in planning stages for several years & in January 2018 received approval of ground use for residential construction.

Fifty one market-rate, for-sale townhomes are planned for seniors age 55+.

Simi Valley currently has 3 other similar developments:

1. Casa Flores - L.A./Stow. 103 townhomes built in 2002
2. Wood Ranch – Country Club Drive, east of Wood Ranch shopping Center. 58 condos built in 2006
3. Paseo de las Flores – Stearns/L.A. 36 townhomes built in 2007

These existing complexes are fully occupied & seldom offered for resale.

Walnut townhomes will offer amenities that set them apart from existing homes, including new construction requirements for Universal Design elements.

Details will be presented on January 10, 2019, 7:30 pm, at Neighborhood Council 3 meeting at City Hall Community Room. It is tentatively scheduled at the Planning Commission meeting on February 6th.

2. Belwood Place – *Single Family market-rate homes in the Texas Tract area have released floorplans.*

Homes are not age-restricted but are single story with sizes ranging from 2,485 -2,827 sq. ft. All have 4 bedrooms with up to 4.5 bathrooms. More information is available from Todd Kaufman 805-206-4313.

3. Assisted Living – Residential Care Facility – 1066 Country Club Drive, Wood Ranch Artis Senior Living is proposing to build a 72-bed care facility and was scheduled for a prescreening hearing by the City Council on Nov. 26th but asked for a continuance to provide additional time to meet with neighboring residents.

This project requires a change in the General Plan Land Use from Open Space to Residential Low density for a 3 acre portion of a 32 acre site. There has been measurable resistance from the surrounding residential community.

Simi Valley has 2 large similar existing facilities and several more already approved for construction. Residents in these “business run” facilities pay thousands per month for personal care, meals, activities etc. We also have about 50 “homeowner run” residential care facilities which are licensed by the State to care for up to 6 residents; these homes are usually much less expensive and generally house our lower income seniors needing personal care.

The prescreening is tentatively rescheduled to the City Council Meeting on January 28, 2019.

Judy Pepiot

CITY OF SIMI VALLEY • MEMORANDUM

DATE: January 10, 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 December 10, 2018 COA meeting, the By-laws, Policy and Procedure Review Ad Hoc Committee provided 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. After a unanimous vote of the Executive Board at its December 10, 2018 general meeting, the proposed By-laws changes have been open for review for one month without any additional amendments. The recommended changes are being presented and are subject to the Executive Board's consideration to recommend the proposed changes to the City Council.



Simi Valley Council On Aging

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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 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 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.

G 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.

H 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.~~

~~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 azenized 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 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.