



# 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**

Monday, March 9, 2020

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 (Janet Plant)
6. Representative Reports
  - a. City Council (Mayor Pro Tem Mike Judge)
  - b. Community Services (Anna Medina)
  - 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 - None
10. Appointments - None
11. Officer, Liaison and Ad Hoc Advisory Committee Reports
  - a. Officer Reports
    1. Vice-Chair (Pete Stong)
    2. Treasurer (Bill Oliver, see attached)
    3. Corresponding Secretary (Linda Allen)
  - b. Liaison Report(s)
    1. Senior Share Liaison (Joe Beautz)
    2. Senior Nutrition Liaison (Ed Mazeika, see attached)
    3. Housing Liaison (Bob Cottle)
    4. COA Dance Liaison (Linda Allen)
    5. Bingo Bonanza Liaison (Ed Tingstom)

### **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.

- c. Ad Hoc Advisory Committee Reports
  - 1. Speakers Bureau & Community Outreach Committee (Jerie St. Germain)
- 12. Continued Business – None
- 13. New Business - None
- 14. Announcements of Upcoming COA/Senior Center Events/Programs
  - a. Ventura County Area Agency on Aging Community Needs Assessment - Call 805-477-7300 to obtain a survey.
  - b. COA Dance, Friday, March 13, 2020, 7:30 p.m.
  - c. COA Dance, Friday, April 10, 2020, 7:30 p.m.
  - d. Easter Breakfast, Sunday, April 12, 2020, 8:00 a.m.
- 15. Suggested Agenda Items for the COA meeting on Monday, April 13, 2020
- 16. Adjournment

/s/

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Anna M. Medina  
Deputy Community Services Director

If any individual has a disability that may require an 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 – Janet Plant called the meeting to order at 1:00 p.m. Janet led the Pledge of Allegiance.
2. Roll Call – Suzanne Robertson called Roll Call. Members present were Linda Allen, Bill Fischer, Theresa Lewis, Bill Oliver, Janet Plant, Suzanne Robertson, Jerie St. Germain, and Ed Tingstrom. Pete Stong was excused. Suzanne Robertson 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 – Jerie St. Germain moved to approve the minutes of the meeting on January 13, 2020 and Linda Allen seconded the motion. The motion passed unanimously.
5. Report of COA Chair

Janet Plant welcomed the new Board members. She thanked the members who have stepped up to chair and co-chair event committees and represent the COA at Senior Center and community events. She mentioned that the COA received approximately \$93,000 from a bequest made by Cheryl Talbot who was active for many years at the Senior Center as a piano player.

#### 6. Representative Reports

##### a. City Council

Mayor Pro Tem Mike Judge thanked the new and former Board members for their service. He said that approximately 130,000 people live in Simi Valley and the upcoming census will determine our exact population. The Mall has lost Victoria's Secret and believes Macy's West will also close in the near future. The City Council will meet on February 10, 2020 to discuss the Islamic Temple expansion. The City must allow the 283-unit housing development at Tapo and Alamo Streets as it is mandated by the State of California to allow 2,400 units of housing to be built by the year 2029. There were at least 25 people who spoke against the development at the Planning Committee meeting. The old Farmers Insurance building is being demolished to make way for The Enclave, a mixed residential and commercial project. This project will include a four-story building with three living stories and lower level parking.

##### b. Community Services – No report.

c. Senior Center

Angel Sierra encouraged attendees to submit potential programming suggestions to enhance what is already being offered at the Senior Center. He encouraged anyone with questions or concerns related to the Senior Center, to contact him. He introduced Siobhan Moser, the new Assistant Community Services Manager. A question was asked about the role of the Council On Aging (COA) Board, its By-laws and what the role of staff was within the COA. Angel explained that the COA Executive Board is appointed by the City Council and its By-laws were approved by the City Council to serve as advocates for seniors. He stated that the COA Executive Board reports to the City Council on a regular basis, with staff supporting the COA in all of its functions. In response to a question about how COA funds are handled, Mr. Sierra stated that all monies collected on behalf of the COA are double-counted by the COA Treasurer and a second individual.

d. Ventura County Area Agency on Aging – No report.

7. Presentations – None.

8. Public Statements

- Chris Moore from the California Public Utilities Commission (CPUC) stated that the CPUC regulates services and utilities, protects consumers, safeguards the environment, and assures Californians' access to safe and reliable utility infrastructure and services. The essential services regulated include electric, natural gas, telecommunications, water, railroad, rail transit, and passenger transportation companies. Mr. Moore oversees community outreach as related to public safety power shutoffs and other emergencies. He also mentioned that anyone needing power to their home due to a medical necessity should contact Southern California Edison to get more information and/or register for their Medical Baseline Program.
- An audience member asked who they could contact about issues with trees in the public right of way and were informed to contact the City's Public Works Department.
- Someone also inquired about issues with a pending commercial project, and they were advised to attend the City Council meetings for detailed information.
- Someone also stated the City is building too much and that the City is becoming crowded.

9. Informational Presentations - None

10. Appointments

- a. Appointment of COA Executive Board members to present at City Council meetings on March 23, June 8, and December 7, 2020.

March 23: Pete Stong  
June 8: Bill Oliver  
December 7: Janet Plant

- b. Appointment of COA Executive Board member to Dance Liaison.

Linda Allen was appointed Chair and Liaison

Board Ayes 7 Nays 0 Abstentions 1

- c. Appointment of COA Executive Board members to Special Event Chairs

February 22: Bingo Bonanza – Ed Tingstrom/Pete Stong  
March 23: COA Report to City Council – Pete Stong  
April 12: Easter Breakfast for Seniors – Bill Fischer  
May 2: Street Fair – Jerie St. Germain  
May 20: Older Americans Month Celebration – Janet Plant  
May 27: Wellness Expo - Ed Tingstrom/Pete Stong  
June 8: COA Report to City Council - Bill Oliver  
July 11: Stars and Stripes Social - Suzanne Robertson  
Sept. 19: Bingo Bonanza - Ed Tingstrom/Jerie St. Germain  
October 23 and 24: Fall Arts & Crafts Fair - Bill Oliver/Theresa Lewis  
October 24: Pancake Breakfast - Jerie St. Germain (sponsored by Rotary)  
November 25: Thanksgiving Eve Dinner – (tentative) Janet Plant/Ed Tingstrom/Jerie St. Germain  
December 7: COA Report to City Council - Janet Plant  
December 30: New Year's Eve Dance – Linda Allen

The Special Event Chairs were appointed by unanimous consent of the Executive Board.

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

a. Officer Reports

1. Vice Chair – No report.
2. Treasurer (see attached) – No report.

3. Corresponding Secretary – No report.

b. Liaison & Program Manager Reports

1. Senior Share Liaison – No report.

2. Senior Nutrition Program Liaison (see attached)

Ed Mazeika referred to the memo and attachment for Item 11. a. 2. of the agenda packet. He explained there are two parts to the Nutrition Program: the Congregate lunch program at the Rendezvous Café and the Home-Delivered Meals (Meals On Wheels) program.

3. Dance Liaison

Linda Allen stated that 97 people participated in the January dance.

4. Housing Liaison

Bob Cottle discussed the City's Home Rehabilitation Program which provides low interest deferred loans to qualified owners and is open to residents of any age. The program can help seniors age in place by installing wheelchair ramps and other modifications. Half of the program participants are seniors but the program is open to all ages. Mr. Cottle stated that there is also a First Time Homebuyers down payment assistance program through the Ventura County Community Development Corporation (VCCDC) for people who have not owned a home in the past three years.

c. Ad Hoc Committee Reports

1. Finance Ad Hoc Committee

Bill Fischer stated that the Buy One, Get One Free Dial-A-Ride booklet program was announced in the February 2020 Senior Newsletter and there are flyers at the main desk promoting the program. The next date to pick up free booklets is Monday, March 2, 2020 from 12:30 to 2:30 p.m. in the north hallway of the Senior Center. He also mentioned that the Finance Committee will be on hiatus until further need is identified.

2. Speakers Bureau & Community Outreach Committee – No report.

12. Continued Business – None.

13. New Business

- a. Discussion/Action on the election of COA Executive Board members (see attached).

Chair	Name of Nominee: Janet Plant
	Nominee Accepted: Yes
	Any other nominees? No
	Nominations Closed Yes

Vice Chair	Name of Nominee: Pete Stong
	Nominee Accepted: Yes
	Any other nominees? No
	Nominations Closed Yes

Treasurer	Name of Nominee: Bill Oliver
	Nominee Accepted: Yes
	Any other nominees? No
	Nominations Closed Yes

Recording Secretary	Name of Nominee: Suzanne Robertson
	Nominee Accepted: Yes
	Any other nominees? No
	Nominations Closed Yes

Corresponding Secretary	Name of Nominee: Linda Allen
	Nominee Accepted: Yes
	Any other nominees? No
	Nominations Closed Yes

Jerie St. Germain moved to approve the slate of Officers as elected and Ed Tingstrom seconded the motion.

Executive Board Vote            Ayes 8    Nays 0    Abstentions 0

The motion passed.

- b. Discussion/Action on a recommendation to allocate annual funding not to exceed \$7,500 for the purchase/licensing and direct cost of accounting software and delegate the COA Treasurer to work with staff to determine implementation and access (see attached).

A motion was made by Ed Tingstrom and seconded by Jerie St. Germain to recommend the allocation of annual funding not to exceed \$7,500.

Executive Board Vote:        Ayes 8    Nays 0    Abstentions 0

Audience Vote:                   Ayes 17   Nays 2   Abstentions 1

The motion passed.

14.   Announcements of Upcoming Senior Center Events

- a.   Ventura County Area Agency on Aging Community Needs Assessment - Call 805-477-7300 to obtain a survey.
- b.   Applications sought for the Americans with Disabilities Act (ADA) Paratransit Advisory Committee Recruitment. Call 805-583-6485 for more information. The deadline to submit applications is Friday, February 14, 2020.
- c.   COA Dance, Friday, February 14, 2020, 7:30 p.m.
- d.   Bingo Bonanza, Saturday, February 22, 2020, 9:30 a.m.
- e.   COA Dance, Friday, March 13, 2020, 7:30 p.m.

15.   Suggested Agenda Items for the COA Meeting on March 9, 2020 - None.

16.   Adjournment

By consensus of the Executive Board, the meeting was adjourned at 2:32 p.m.



## CITY OF SIMI VALLEY • MEMORANDUM

**DATE:** March 9, 2020  
**TO:** Simi Valley Council On Aging  
**FROM:** Robert Martin, Assistant Community Services Manager  
**SUBJECT:** PROFIT AND LOSS AND SENIOR NUTRITION REPORT

### Profit and Loss Report

The profit and loss (P&L) report (attached) is a summary of the COA's total income and total expenses for the month of February, 2020. Some of the expenditures incurred in the month of February include the purchase of new accounting software, payouts, food and supplies for the Bingo Bonanza fundraising event, coffee concessions and costs associated with meal site and COA Dance entertainment.

REVENUES:                      \$ 5,314.00

EXPENDITURES:                \$ 8,164.53

NET INCOME:                    (\$ 2,850.53)

### Senior Nutrition Report

For the period of July 1, 2019 through February 29, 2020, the Simi Valley Senior Nutrition Program report (attached) indicates that 25,093 home delivered meals were provided and \$25,484 was received in donations. Also, 7,937 congregate meals were served and \$8,342 was received in donations. The report includes a breakdown by month.

Staff and COA Officer, Liaison, or Ad Hoc Advisory Committee members will be available to answer any questions at the March 9, 2020 meeting.

**Council on Aging**  
**Profit & Loss**  
February 2020

Agenda Item No.  
11.a.2.

	<u>Feb 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>5 - Earned revenues</b>	
5490 - Miscellaneous revenue	320.50
5560 - Tickets	4,993.50
<b>Total 5 - Earned revenues</b>	<u>5,314.00</u>
<b>Total Income</b>	<u>5,314.00</u>
<b>Gross Profit</b>	5,314.00
<b>Expense</b>	
<b>7200 - Contract for Service</b>	
7220 - Musicians & bands	1,445.00
<b>Total 7200 - Contract for Service</b>	<u>1,445.00</u>
<b>7500 - Other Contract for Service Exp</b>	
7540 - Professional fees - other	300.00
<b>Total 7500 - Other Contract for Service Exp</b>	<u>300.00</u>
<b>8100 - Non-Contract for Service Exp</b>	
8110 - Supplies	1,459.45
8112 - Food	600.00
8170 - Printing & copying	133.58
<b>Total 8100 - Non-Contract for Service Exp</b>	<u>2,193.03</u>
<b>8500 - Misc expenses</b>	
8535 - Participation Fees	1,692.00
8545 - Mileage	34.50
8590 - Other expenses	2,500.00
<b>Total 8500 - Misc expenses</b>	<u>4,226.50</u>
<b>Total Expense</b>	<u>8,164.53</u>
<b>Net Ordinary Income</b>	<u>-2,850.53</u>
<b>Net Income</b>	<u><u>-2,850.53</u></u>

Agenda Item No.  
11.b.2.

## Simi Valley Senior Nutrition Program FY19-20 Report

**HDM (C2) Contracted Meals: 38,000**

**Congregate (C1) Contracted Meals: 11,000**

**Total C1 & C2 Meals: 49,000**

Home Delivered Meals				Congregate Meals				HDM / Congregate Totals		
	Meals Served	Unduplicated Clients	Donations Received		Meals Served	Unduplicated Clients	Donations Received		Meals Served Total	Unduplicated Clients
		New				New				New
Jul	3392	168	\$ 3,815.00		1088	222	\$1,066.88		4480	390
Aug	3491	12	\$ 2,885.00		1140	125	\$1,158.75		4631	137
Sept	2802	6	\$ 3,130.50		975	49	\$1,169.92		3777	55
Oct	3176	12	\$ 3,187.00		1220	103	\$1,474.55		4396	115
Nov	2938	10	\$ 3,130.00		883	30	\$907.00		3821	40
Dec	3186	14	\$ 3,207.50		767	18	\$709.41		3953	32
Jan	3193	15	\$ 3,106.50		950	36	\$953.90		4143	51
Feb	2915	10	\$ 3,022.50		914	43	\$901.35		3829	53
YTD Totals:	25,093	247	\$ 25,484.00		7,937	626	\$8,341.76		33,030	873