

Simi Valley Council On Aging (COA) Monthly Meeting

Monday, June 8, 2020

1:00 p.m.

Zoom Online Meeting <https://simivalley.zoom.us/j/96867905962>

Or by telephone: Dial US: 1 669 900 9128

Webinar ID: 968 6790 5962

IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S EXECUTIVE STAY AT HOME ORDER AND THE COUNTY OF VENTURA HEALTH OFFICER DECLARED LOCAL HEALTH EMERGENCY AND STAY WELL AT HOME ORDER RESULTING FROM THE NOVEL CORONAVIRUS, ALL CITY BUILDINGS ARE CLOSED TO THE PUBLIC. TO FIND OUT HOW YOU MAY ELECTRONICALLY PARTICIPATE IN THE COUNCIL ON AGING MEETING AND PROVIDE PUBLIC COMMENT, PLEASE REFER TO AGENDA ITEM 8.

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)
7. Presentations – None
8. Public Statements

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.

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.

NEW COMMENT PROCEDURE FOR ONLINE MEETINGS DUE TO THE COVID-19 PANDEMIC.

The following options allow for public participation:

- a. Watch the Council On Aging Meeting live online at Zoom: <https://simivalley.zoom.us/j/96867905962>
- b. Listen by telephone: Dial US: 1 669 900 9128 Webinar ID 968 6790 5962
- c. To make a public statement or comment on a specific agenda item, please submit your comment via email by 10:00 a.m. on the Monday of the Council On Aging meeting to the Assistant Community Services Manager

at rmartin@simivalley.org and include the Agenda Item topic and/or your comments. Emails should be limited to 250 words or less. These emails will be provided to the Council On Aging prior to the meeting and made a part of the record. Subsequently, the Council On Aging staff liaison will read the emails received for a period no longer than 30 minutes. Every effort will be made to read all emails into the record, but some emails may not be read due to time limitations. Emails received after 10:00 a.m. but prior to the end of Agenda Item 8 will not be read but will be included as part of the public record.

9. Informational Presentations
 - a. Introduction of the Ventura County Area Agency on Aging Advisory Council Representative candidates
10. Appointments – None
11. Officer, Liaison and Ad Hoc Committee Reports
 - a. Officer Report
 1. Treasurer (Bill Oliver, see attached)
 - b. Liaison Reports
 1. VCAAA Representative
 2. Senior Nutrition Program Liason (Angel Sierra, see attached)
12. Continued Business – None
13. New Business
 - a. Receive and File the 2021 Calendar of Important COA Event (see attached)
 - b. Discussion/Action on a recommendation to the City Council to appoint the COA's Ventura County Area Agency on Aging Advisory Council Representative
14. Announcements of Upcoming COA/Senior Center Events/Programs
 - a. The Senior Center will remain closed until further notice
 - b. No regular COA meetings in July and August
15. Suggested agenda items for the COA meeting on Monday, September 14, 2020
16. Adjournment

/s/

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 Zoom online meeting to order at 1:03 p.m. and led the Pledge of Allegiance.
2. Roll Call – Janet Plant called Roll Call. Members present were Linda Allen, Bill Fischer, Bill Oliver, Janet Plant, Suzanna Robertson, Jerie St. Germain, Pete Stong and Ed Tingstrom. Janet Plant 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 – Ed Tingstrom moved to approve the minutes of the meeting on March 9, 2020, and Pete Stong seconded the motion. The motion passed unanimously.
5. Report of COA Chair

Janet Plant thanked everyone for complying with Governor Newsom's stay at home order and thanked all the front line workers for their service.

6. Representative Reports

- a. City Council

Council Member Elaine Litster thanked the Senior Center staff for continuing the Senior Nutrition Programs and serving an increased number of seniors. She also voiced her concern about the impact the warmer temperatures in the forecast would have on our seniors with the Senior Center being closed. She said some businesses are re-opening according to County guidelines and the City is focusing on educating businesses about the guidelines rather than issuing fines. Mayor Pro Tem Mike Judge discussed the wellness of the whole community and especially seniors. He said wearing masks does not hurt and to continue using common sense safety precautions. Simi Valley is weathering this crisis well and is doing well in terms of finances because they have been conservatively managed.

- b. Senior Center

Deputy Community Services Director Anna Medina stated that staff is serving over 100 lunches a day through the Drive-thru Pick-up Program and beginning this week a second meal (dinner) will be provided to participants. The Senior Share program is now including those on the waiting list.

Community Services Manager Angel Sierra stated the Senior Center will remain closed until further notice and it will likely re-open during Phase 4 of Governor Newsom's re-opening plan. He indicated that there has been a 12 percent increase in the Home Delivered Meals program and a 100% increase in the Pick-up Meals program. Senior Share is serving an average of 140 seniors a week. He said the Senior Center continues to provide resources and referrals to partner agencies and the newsletter will contain additional resources and contact information. The newsletter is available via email or on the City website.

7. Presentations – None
8. Public Statements

There were no public comments received by email.

Carol was in the Zoom audience and shared her difficulties in receiving transportation services because she is outside of the service area (Topanga Canyon in Los Angeles County). Janet Plant directed her to the resource pages on the City's website and the Senior Center newsletter for shopping assistance through our partner agency Senior Concerns, Inc. Ed Mazeika commended Senior Center cook Gregory Seymour and Meals On Wheels Coordinator Suzanna Colwell for working so well to ensure meals get to seniors.

9. Informational Presentations - None
10. Appointments - None
11. Officer, Liaison, Program Manager, and Ad Hoc Committee Reports
 - a. Officer Reports
 1. Treasurer

Bill Oliver stated that the previous month's expenses as well as refunds due to the cancellation of the Wellness Expo were paid in April 2020. Also, there will be less earned revenue this year, again, due to the cancellation of the Wellness Expo. That deficit will be more than recuperated due to the significant individual donations that was received this year. There is also an increase in Senior Share expenses due to increase capacity on the program since the COVID-19 emergency.

- b. Liaison
 - 1. Wellness Expo Liaison

Ed Tingstrom reported that COA is hoping for a successful Expo next year.
 - c. Ad Hoc Committee Reports - None
12. None
13. New Business
- a. Discussion/action on a request from the Ad Hoc Finance Committee to approve the Proposed COA Budget for Fiscal Year 2020-21

Bill Oliver pointed out that the purpose for the budget item for Center Management Software is to track attendance and provide better services. The COA will have a surplus due to the large individual donation received this year. If approved today, the budget will be presented to the City Council for approval.

Pete Stong made a motion to approve the COA Budget for Fiscal Year 2020-21 and Ed Tingstrom seconded the motion.

Board	Ayes	8	Nays	0	Abstentions	0
Audience	Ayes	3	Nays	0	Abstentions	0
14. Announcements of Upcoming Senior Center Events
- a. The Senior Center will remain closed until further notice.
 - b. Recruitment for the COA's Ventura County Area Agency on Aging Advisory Council Representative begins today and will conclude on June 5, 2020. Interest forms are available on the City website at www.simivalley.org/coa
15. Suggested Agenda Items for the COA Meeting on June 8, 2020 – None
16. Adjournment
17. By consensus of the Executive Board, the meeting was adjourned at 1:48 p.m.

CITY OF SIMI VALLEY • MEMORANDUM

DATE: June 8, 2020
TO: Simi Valley Council On Aging
FROM: Robert Martin, Assistant Community Services Manager
SUBJECT: PROFIT AND LOSS

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 May, 2020.

During the month of May, the COA received contributions (revenues/income) from various organizations in support of the Meals On Wheels Program, Senior Share program and contributions to the COA's general coffers, including a \$7,000 donation from the Community Betterment Service.

During the month of May, the COA expended funds to help offset mileage costs associated with the Senior Share program.

May 2020:

REVENUES:	\$11,635.00
EXPENDITURES:	\$ 360.00
NET INCOME:	\$11,275.00

Staff and the COA Treasurer will be available to answer any questions at the June 8, 2020 meeting.

Council on Aging
Profit & Loss
May 2020

Agenda Item
No. 11.a.1.

	<u>May 20</u>
Ordinary Income/Expense	
Income	
4 - Contributed support	
4010 - Individual Contribution	11,635.00
Total 4 - Contributed support	<u>11,635.00</u>
Total Income	<u>11,635.00</u>
Gross Profit	11,635.00
Expense	
8500 - Misc expenses	
8545 - Mileage	360.00
Total 8500 - Misc expenses	<u>360.00</u>
Total Expense	<u>360.00</u>
Net Ordinary Income	<u>11,275.00</u>
Net Income	<u><u>11,275.00</u></u>

CITY OF SIMI VALLEY • MEMORANDUM

DATE: June 8, 2020
TO: Simi Valley Council On Aging
FROM: Robert Martin, Assistant Community Services Manager
SUBJECT: SENIOR NUTRITION PROGRAM REPORT

Senior Nutrition Program Report

The Senior Nutrition Program (SNP) at the Simi Valley Senior Center offers two meal options. The Meals On Wheels (MOW) program and Congregate Meals Program/Pick Up Meals Program (PUMP) provides a hot, nutritious noontime meal Monday through Friday to seniors (60+ and qualifying criteria). All SNP participants are given the opportunity to make a donation. Although donations are not required, they are used to offset the cost of the program.

Below is an overview of the number of meals served in these programs year to date. Due to the recent public health emergency, both programs have seen substantial increases to the demand of services compared to the start of the fiscal year. The Meals On Wheels program has seen an increase of over 15%, whereas the Congregate program has seen an increase in service of over 125% since the start of the COVID -19 emergency in March.

The below information reflects data from the Senior Nutrition Report (attached) which includes meals served and donations received.

For the period of July 1, 2019 through May 31, 2020, the Simi Valley Senior Nutrition Program report indicates that 36,063 home delivered meals were provided and \$36,086.00 was received in donations. Also, 14,873 congregate meals were served and \$12,249.48 was received in donations. The report includes a breakdown by month.

Staff and the COA Senior Nutrition Program Liaison will be available to answer any questions at the June 8, 2020 meeting.

Simi Valley Senior Nutrition Program FY19-20 Report

HDM (C2) Contracted Meals: 41,800

Congregate (C1) Contracted Meals: 12,650

Total C2 & C1 Meals: 54,450

Home Delivered Meals				Congregate Meals				HDM / Congregate Totals		
	Meals Served	Unduplicated Clients	Donations Received		Meals Served	Unduplicated Clients	Donations Received		Meals Served	Unduplicated Clients
		New				New				Total
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
Sep	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
Mar	3238	15	\$ 3,398.50		1037	67	\$789.35		4275	82
Apr	3528	17	\$ 2,957.50		2003	100	\$1,247.62		5531	117
May	4204	14	\$ 4,246.00		3896	69	\$1,870.75		8100	83
YTD Totals:	36,063	293	\$ 36,086.00		14,873	862	\$12,249.48		50,936	1155

Due to the COVID-19 Emergency the Congregate Meals Program was converted to a Drive-thru Pick Up Meal Program (PUMP) on March 16th.
Drive-thru hours are from 11:30 - 1:00, Monday - Friday at the Senior Center North entrance.



Simi Valley Council On Aging

Agenda Item
No. 13.a.

2021 Calendar of Important COA Events

January

8 – Friday	COA Dance	7:30 p.m. – 10:00 p.m.
11 – Monday	COA Annual Meeting	1:00 p.m.

February

8 – Monday	COA Meeting	1:00 p.m.
12 – Friday	COA Dance	7:30 p.m. – 10:00 p.m.
20 – Saturday	Bingo Bonanza	9:30 a.m. – 3:00 p.m.

March

8 – Monday	COA Meeting	1:00 p.m.
12 – Friday	COA Dance	7:30 p.m. – 10:00 p.m.
TBD	City Council, COA Update	6:00 p.m.

April

4 – Sunday	Easter Sunrise Breakfast <i>Kiwanis Club of Simi Valley</i>	8:00 a.m. – 11:00 a.m.
9 – Friday	COA Dance	7:30 p.m. – 10:00 p.m.
12 – Monday	COA Meeting	1:00 p.m.

May

1 – Saturday	Street Fair	9:00 a.m. – 5:00 p.m.
10 – Monday	COA Meeting	1:00 p.m.
14 – Friday	COA Dance	7:30 p.m. – 10:00 p.m.
19 – Wed	Older Americans Celebration	10:30 a.m. – 1:00 p.m.
26 – Wed	Wellness Expo	8:00 a.m. – 12:00 p.m.

June

11 – Friday	COA Dance	7:30 p.m. – 10:00 p.m.
14 – Monday	COA Meeting	1:00 p.m.
14 – Monday	City Council, COA Update (Bill O)	6:00 p.m.
TBD	City Council, COA Update	6:00 p.m.

July

	<i>COA Dark – No Meeting</i>	
9 – Friday	COA Dance	7:30 p.m. – 10:00 p.m.
10 – Saturday	Stars & Stripes Ice Cream Social	2:00 p.m. – 4:00 p.m.

Subject to change without notice



Simi Valley Council On Aging

Agenda Item
No. 13.a.

2021 Calendar of Important COA Events

August

13 – Friday
COA Dark – No Meeting
COA Dance 7:30 p.m. – 10:00 p.m.

September

10 – Friday COA Dance 7:30 p.m. – 10:00 p.m.
13 – Monday COA Meeting 1:00 p.m.
18 – Saturday Bingo Bonanza 9:30 a.m. – 3:00 p.m.
TBD City Council, COA Update 6:00 p.m.

October

8 – Friday COA Dance 7:30 p.m. – 10:00 p.m.
11 – Monday COA Meeting 1:00 p.m.
22 – Friday Fall Arts & Crafts Fair & Rummage Sale 9:00 a.m. – 3:00 p.m.
23 – Saturday Fall Arts & Crafts Fair & Rummage Sale 8:00 a.m. – 3:00 p.m.
23 – Saturday Pancake Breakfast 8:00 a.m. – 11:00 a.m.
Rotary Club of Simi Valley

November

8 – Monday COA Meeting 1:00 p.m.
12 – Friday COA Dance 7:30 p.m. – 10:00 p.m.
24 – Wednesday Thanksgiving Eve Dinner 4:45 p.m. – 9:00 p.m.
Rotary Club of Simi Valley

December

10 – Friday COA Dance 7:30 p.m. – 10:00 p.m.
10 – Monday COA Meeting 1:00 p.m.
30 – Monday COA Dance New Year's Eve Eve TBA
TBD – Monday City Council, COA Update 6:00 p.m.

Subject to change without notice