



Simi Valley Council On Aging

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Simi Valley Council On Aging (COA) Monthly Meeting

Monday, Sept 14, 2020
1:00 p.m.

Zoom Online Meeting <https://simivalley.zoom.us/j/97774738664>

Or by telephone: Dial US: 1 669 900 9128

Webinar ID: 977 7473 8664

IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S EXECUTIVE STAY AT HOME ORDER AND THE COUNTY OF VENTURA HEALTH OFFICER DECLARED LOCAL HEALTH EMERGENCY AND LOCAL ORDER RESULTING FROM THE NOVEL CORONAVIRUS, THE CITY IS NOT CONDUCTING IN-PERSON MEETINGS. TO FIND OUT HOW YOU MAY ELECTRONICALLY PARTICIPATE IN THE 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. 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/97774738664>
- b. Listen by telephone: Dial US: 1 669 900 9128 Webinar ID 977 7473 8664
- 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 liason 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 - None
10. Appointments
 - a. COA Executive Board Recruitment, Committee Chair
 - b. Wayne Templeton Volunteer of the Year Award, Committee Chair
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 - None
14. Announcements of Upcoming COA/Senior Center Events/Programs
 - a. The Senior Center will remain closed until further notice
 - b. COA Executive Board Recruitment, October 1 to November 6, 2020
 - c. Wayne Templeton Volunteer of the Year Nominations, October 1 to November 6, 2020
 - d. 2020 Calendar of Important COA Events - Update
 - e. Moving forward our COA meeting will be held at 1:30 p.m.
15. Suggested agenda items for the COA meeting on Monday, October 12, 2020, at 1:30 p.m.
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 meeting to order at 1:00 p.m. Janet Plant led the Pledge of Allegiance.
2. Roll Call – Janet Plant called Roll Call. Members present were, Theresa Lewis, Bill Oliver, Janet Plant, Suzanna Robertson, Jerie St. Germain, Pete Stong and Ed Tingstrom. Not present at the meeting were Linda Allen and Bill Fischer. 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 – Pete Stong moved to approve the minutes of the meeting on May 11, 2020, and Ed Tingstrom seconded the motion. The motion passed unanimously.
5. Report of COA Chair

Janet Plant thanked David Yoshitomi for setting up the Zoom meeting. She thanked Senior Center staff and volunteers who are doing a great job of maintaining the food distribution programs during the Senior Center closure. She reported that although COA events are currently cancelled until further notice, the COA continues to help the Senior Center with operational activities. She also thanked the Police Department for maintaining the peace and public safety during last weekend's protests.

6. Representative Reports
 - a. City Council

Council Member Elaine Litster reported that the City Council will consider passing the City's Fiscal Year 2020-21 budget at tonight's meeting. She also stated the Council will discuss putting on a fireworks show at the Town Center where people could watch from their cars. She thanked the Simi Valley Police Department for doing a good job keeping the public and businesses safe and protected during the large protest event last weekend. She read a statement from the City Manager regarding the possible re-opening of the Senior Center. He said that the City is working with State and County officials on an ongoing basis. The Senior Center is classified with public meetings and gatherings but it is unique due to the vulnerable population it serves so there is no clear answer at this time as to when or with what protective measures the Senior Center will re-open. She thanked Senior Center staff for keeping the food programs going.

b. Community Services

Anna Medina has been discussing with staff safety measures that will be taken once the Senior Center re-opens. The Simi Valley Public Library is open for curbside service. The City Council will consider the fiscal year 2020-21 COA budget for approval at tonight's meeting. The Simi Valley Cultural Arts Center received an \$18,000 grant from the California Arts Council. She said that to her knowledge the library is not open for purposes of computer printing but that she would double check that.

c. Senior Center

Angel Sierra stated the Senior Center is staffed Monday through Friday during its closure. Staff is contacting other Senior Centers across the nation to see what safety measures they are taking as they re-open or plan to re-open. He said people can sign up at www.simivalley.org/enotify for the Senior Center newsletter which contains many valuable resources to seniors from partner agencies. He said the Bingo Bonanza Committee will need to consider the feasibility of holding the event in September but that if the event does not take place, the COA has significant reserves.

7. Presentations – None.

8. Public Statements

Statements made via e-mail - None.

Statements made via Zoom meeting:

Joseph Lawhorn stated that any event that does not generate revenue for the capital budget should be deferred to a later time. Karen Simmons wanted to know if the Senior Center would re-open before September and was told that is not known at this time.

9. Informational Presentations

a. Introduction of the Ventura County Area Agency on Aging Advisory Council Representative candidates

Toni Olson outlined the purpose and responsibilities of the position. She is a current Simi Valley representative and has one year left of her term, but a second representative is needed for a two-year term.

Candidates for the VCAAA Advisory Council Representative are Stephanie Jennings, Joseph Lawhorn, Bakula Maniar, Carol Martin, and Tom Williams. Candidate Paul T. Quick was not present at the meeting. Each

candidate gave a brief statement about their background, experience and why they are interested in serving in the position.

10. Appointments - None

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

a. Officer Reports

1. Treasurer

Bill Oliver thanked the Senior Center staff and volunteers for getting out so many meals to seniors. He referred to the Profit and Loss statement which shows a \$7,000 donation from the Community Betterment Service and Keller Williams for providing both food and cash donations.

b. Liaison & Program Manager Reports

1. VCAAA Representative

Toni Olson said that Farmers Market vouchers may still be distributed but the date of distribution is not known at this time.

2. Senior Nutrition Program Liaison

Angel Sierra referred to the SNP Memo and report and encouraged people experiencing food insecurity to contact the Senior Center as there are many food resources available to seniors. The Congregate meals program has increased 125% which is considerable. Senior Center staff is outside every weekday distributing meals for the Drive-thru Pick-up Meals Program (PUMP) and Meals On Wheels has increased significantly as well. He said the Senior Center meals are being augmented with World Central Kitchen meals that are delivered each day so that each recipient is receiving both a hot lunch and a cold dinner. Meals On Wheels recipients also have the option of receiving an evening meal. The additional meals are possible because of support from the Ventura County Area Agency on Aging.

12. Continued Business – None.

13. New Business

a. Receive and File the 2021 Calendar of Important COA Events

The 2021 Calendar of Important COA Events was received and filed with the correction that the Simi Sunrise Rotary Club, per Pete Stong, is the club that puts on the Thanksgiving Dinner. The noontime Rotary club puts on the pancake breakfasts.

- b. Discussion/Action on a recommendation to the City Council to appoint the COA's Ventura County Area Agency on Aging Advisory Council Representative.

Janet Plant suggested that the five candidates who were present at today's meeting be considered. Ed Tingstrom nominated Tom Williams. Janet Plant nominated Tom Williams and Carol Martin. Pete Stong nominated Carol Martin. Theresa Lewis nominated Stephanie Jennings and Joseph Lawhorn. After a brief discussion, the Executive Board decided to take a vote to narrow their choices down to two candidates. After a vote, the final two candidates were Carol Martin and Tom Williams.

Final Vote:

Carol Martin	5
Tom Williams	2

Ed Tingstrom made a motion to recommend the appointment of Carol Martin to the Ventura County Area Agency on Aging Advisory Council to the City Council and Pete Stong seconded the motion.

Board Vote: 7

The motion passed.

Angel Sierra encouraged all VCAAA nominees to continue their interest in service by serving on future committees and thanked them all for their interest.

- 14. Announcements of Upcoming Senior Center Events
 - 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 September 14, 2020 – None.
- 16. Adjournment

By consensus of the Executive Board, the meeting was adjourned at 2:25 p.m.

CITY OF SIMI VALLEY • MEMORANDUM

DATE: September 14, 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 months of July and August 2020.

During this reporting period, the COA received contributions (revenue/income) from various organizations in support of its programs. This includes \$3.98 Savings Interest and \$1,060.00 in individual and business contributions.

During this reporting period, some of the COA expenses included an allocation of funds in support to of the Rancho Simi Recreation and Park District 50+ Community Games in the amount of \$500.00, subsidies related to the Senior Center Nutrition Services programs in the amount of \$3,650.63, and the purchase of member management software in the amount of \$6,569.07.

July 2020:

REVENUES:	\$ 1,061.99
EXPENDITURES:	<u>\$ 3,719.23</u>
NET INCOME:	(\$ 2,657.24)

August 2020:

REVENUES:	\$ 1.99
EXPENDITURES:	<u>\$ 7,335.07</u>
NET INCOME:	(\$ 7,333.08)

Staff and the COA Treasurer will be available to answer any questions at the September 14, 2020 meeting.

Simi Valley Council On Aging
Profit & Loss
 July 2020

Agenda Item
No. 11.a.1.

	Jul 20
Income	
4 · Contributed Support	
4010 · Individual Contribution	1,045.00
4015 · Business Contribution	15.00
Total 4 · Contributed Support	1,060.00
5 · Earned Revenues	
5310 · Interest-Savings/Short-term Inv	1.99
Total 5 · Earned Revenues	1.99
Total Income	1,061.99
Expense	
8100 · Operating Expenses	
8115 · Nutrition Services	3,650.63
8125 · Video Rentals	68.60
Total 8100 · Operating Expenses	3,719.23
Total Expense	3,719.23
Net Income	-2,657.24

Simi Valley Council On Aging
Profit & Loss
August 2020

	<u>Aug 20</u>
Income	
5 · Earned Revenues	
5310 · Interest-Savings/Short-term Inv	1.99
Total 5 · Earned Revenues	<u>1.99</u>
Total Income	1.99
Expense	
8100 · Operating Expenses	
8112 · Food	266.00
8165 · Equipment Purchase	6,569.07
Total 8100 · Operating Expenses	<u>6,835.07</u>
8500 · Programming Support Expenses	
8535 · Community Support	500.00
Total 8500 · Programming Support Expenses	<u>500.00</u>
Total Expense	<u>7,335.07</u>
Net Income	<u><u>-7,333.08</u></u>

CITY OF SIMI VALLEY • MEMORANDUM

DATE: September 14, 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 a home delivered meal (Meals On Wheels) or a Congregate Meal option. The Meals On Wheels (MOW) program and the Congregate Meals Program/Pick Up Meals Program (PUMP) provides a hot, nutritious noontime meal Monday through Friday to eligible seniors age 60 and over. 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 for Fiscal Year (FY) 2019-20 and for the months of July and August in Fiscal Year (FY) 2020-21. Despite the recent public health emergency, both programs continue to meet the growing demand for food.

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

Fiscal Year 2019-20

For the period of June, 2020, the Simi Valley Senior Nutrition Program report indicates that 3,831 home delivered meals were provided and \$5,497.30 was received in donations. Also, 6,020 congregate meals were served and \$2,231.02 was received in donations.

The report also shows Fiscal Year totals, which reflects the total of home delivered meals of 39,370 meals and \$41,583.30 received in donations and 20,893 congregate meals served and \$14,480.02 received in donations in FY 2019-20.

Fiscal Year 2020-21

For the period of July 1, 2020 through August 31, 2020, the Simi Valley Senior Nutrition Program report indicates that 8,216 home delivered meals were provided and \$7,996.50 was received in donations. Also, 15,315 congregate meals were served and \$3,995.50 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 September 14, 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 New	Donations Received		Meals Served	Unduplicated Clients New	Donations Received	Meals Served Total	Unduplicated Clients New	
Jul	3392	168	\$ 3,815.00	Jul	1088	222	\$1,066.88	Jul	4480	390
Aug	3491	12	\$ 2,885.00	Aug	1140	125	\$1,158.75	Aug	4631	137
Sept	2802	6	\$ 3,130.50	Sep	975	49	\$1,169.92	Sep	3777	55
Oct	3176	12	\$ 3,187.00	Oct	1220	103	\$1,474.55	Oct	4396	115
Nov	2938	10	\$ 3,130.00	Nov	883	30	\$907.00	Nov	3821	40
Dec	3186	14	\$ 3,207.50	Dec	767	18	\$709.41	Dec	3953	32
Jan	3193	15	\$ 3,106.50	Jan	950	36	\$953.90	Jan	4143	51
Feb	2915	10	\$ 3,022.50	Feb	914	43	\$901.35	Feb	3829	53
Mar	3238	15	\$ 3,398.50	Mar	1037	67	\$789.35	Mar	4275	82
Apr	3528	17	\$ 2,957.50	Apr	2003	100	\$1,247.62	Apr	5531	117
May	3680	14	\$ 4,246.00	May	3896	69	\$1,870.75	May	7576	83
Jun	3831	11	\$ 5,497.30	Jun	6020	52	\$2,231.02	Jun	9851	63
YTD Totals:	39,370	304	\$ 41,583.30	YTD Totals:	20,893	914	\$14,480.50	YTD Totals:	60,263	1218

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 Senior Nutrition Program FY20-21 Report

HDM (C2) Contracted Meals: 40,978

Congregate (C1) Contracted Meals: 12,922

Total C2 & C1 Meals: 53,900

Home Delivered Meals				Congregate Meals			HDM / Congregate Totals			
	Meals Served	Unduplicated		Meals Served	Unduplicated		Meals Served	Unduplicated Clients		
		Clients	Donations Received		Clients	Donations Received			Total	New
		New			New					
Jul	3929	191	\$ 3,745.50	Jul	8121	292	\$1,851.75	Jul	12050	483
Aug	4287	11	\$ 4,251.00	Aug COVID	7194	56	\$2,143.75	Aug	11481	67
YTD Totals:	8,216	202	\$ 7,996.50	YTD Totals:	15,315	348	\$3,995.50	YTD Totals:	23,531	550

Due to the COVID-19 Emergency the Congregate Meals Program was converted to a Drive-thru Pick Up Meal Program (PUMP) on March 16th, 2020
 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. 14.d.

2020 Calendar of Important COA Events

REVISED 9/14/2020

January

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

February

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

March

9 – Monday	COA Meeting	1:00 p.m.
13 – Friday - Canceled	COA Dance	

April

10 – Friday - Canceled	COA Dance	
12 – Sunday - Canceled	Easter Sunrise Breakfast <i>Kiwanis Club of Simi Valley</i>	
13 – Monday - Canceled	COA Meeting	

May

2 – Saturday - Canceled	Street Fair	
8 – Friday - Canceled	COA Dance	
11 – Monday - Via Zoom	COA Meeting	1:00 p.m.
20 – Wed. - Canceled	Older Americans Celebration	
27 – Wed. - Canceled	Wellness Expo	

June

8 – Monday- Via Zoom	COA Meeting	1:00 p.m.
8 – Monday - Canceled	City Council, COA Update (Bill O)	
12 – Friday- Canceled	COA Dance	

July

	<i>COA Dark – No Meeting</i>	
10 – Friday - Canceled	COA Dance	
11 – Saturday - Canceled	Stars & Stripes Ice Cream Social	

August

	<i>COA Dark – No Meeting</i>	
14 – Friday - Canceled	COA Dance	

September

11 – Friday - Canceled	COA Dance	
14 – Monday - Via Zoom	COA Meeting	1:00 p.m.
19 – Saturday - Canceled	Bingo Bonanza	
21 – Monday - Canceled	City Council, COA Update	



Simi Valley Council On Aging

2020 Calendar of Important COA Events

REVISED 9/14/2020

October

9 – Friday - Canceled	COA Dance	
12 – Monday - Via Zoom	COA Meeting	1:30 p.m.
23 – Friday - Canceled	Fall Arts & Crafts Fair	
24 – Saturday - Canceled	Fall Arts & Crafts Fair	
24 – Saturday - Canceled	Pancake Breakfast <i>Rotary Club of Simi Valley</i>	

November

9 – Monday - Via Zoom	COA Meeting	1:30 p.m.
13 – Friday - Canceled	COA Dance	
25 – Wednesday - TBD	Thanksgiving Eve Dinner <i>Rotary Club of Simi Valley</i>	TBD

December

11 – Friday - Canceled	COA Dance	
14 – Monday - Via Zoom	COA Meeting	1:30 p.m.
30 – Monday - Canceled	COA Dance New Year's Eve Eve	
TBD – Monday - TBD	City Council, COA Update	6:00 p.m.