



Simi Valley Council On Aging

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Simi Valley Council On Aging (COA) Annual Meeting

Monday, January 11, 2021

1:30 p.m.

Zoom Online Meeting <https://simivalley.zoom.us/j/94178547340>

Or by telephone: Dial US: 1 669 900 9128

Webinar ID: 941 7854 7340

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 COA 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 (Council Member Mike Judge)
 - b. Community Services (Anna M. 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/94178547340>
- b. Listen by telephone: Dial US: 1 669 900 9128 Webinar ID: 941 7854 7340

- 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. Wayne Templeton Volunteer of the Year Award (Jean Cecil)
 - b. Introduction of COA Executive Board Candidates (Edward Mazeika)
 - 10. Appointments – None
 - 11. Officer, Liaison, Representative and Ad Hoc Committee Reports
 - a. Officer Report
 - 1. Treasurer (Bill Oliver, see attached)
 - b. Liaison Reports
 - 1. Housing Liaison (Bob Cottle)
 - 2. Senior Nutrition Program Liaison (Edward Mazeika, see attached)
 - c. Representative Report
 - 1. VCAAA Representative (Antoinette Olson and Carol Martin)
 - 12. Continued Business – None
 - 13. New Business
 - a. Open election by the COA general membership to recommend four candidates for the COA Executive Board
 - b. Discussion/Action on a recommendation to the City Council to appoint the COA Executive Board candidates elected by the general membership
 - 14. Announcements of Upcoming COA/Senior Center Events/Programs.
 - a. The Senior Center will remain closed until further notice
 - 15. Suggested agenda items for the COA meeting on Monday, February 8, 2021 at 1:30 p.m. via Zoom
 - 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 1:30 p.m. Janet led the Pledge of Allegiance.
2. Roll Call – Suzanne Robertson called Roll Call. Members present were Bill Fischer, Bill Oliver, Janet Plant, Suzanne Robertson, Jerie St. Germain, Pete Stong and Ed Tingstrom. Linda Allen and Theresa Lewis were 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 – Pete Stong moved to approve the minutes of the meeting on November 9, 2020, and Ed Tingstrom seconded the motion. The motion passed unanimously.
5. Report of COA Chair

Janet Plant thanked the COA, volunteers, and staff who have continued to keep the programs going at the Senior Center. She thanked Grocery Outlet Bargain Market and Vons Supermarket for their generous donations and the Rotary Club of Simi Sunrise that organized the drive-thru Thanksgiving Eve Dinner.

6. Representative Reports

a. City Council

Mayor Pro Tem Mike Judge stated that there is a City Council meeting tonight and that a new Mayor Pro Tem would be selected. There were no questions for him from the audience.

b. Community Services

Anna Medina stated that the Simi Valley Public Library is still closed but is providing in person and curbside book pick up. She also stated to check out their website for virtual programming. The Library also has pop up events around town. The Cultural Arts Center is also still closed to the public. However, you can view virtual programming at www.svvac.org. “Elf the Musical” is running through January 15, 2021, and there is a Virtual Cabaret running through January 7, 2021.

c. Senior Center

Angel Sierra stated that the drive-thru pick-up Thanksgiving Eve dinner was very successful and that 480 dinners were served. The Simi Valley Police and Robert Martin were very helpful directing the traffic. Vons Supermarket also donated 120 turkey dinners for Thanksgiving. There was a food drive at the Senior Center on December 12, 2020 organized by the Simi Sunset Rotary Club. They also collected \$1,600 in monetary donations to give to the COA. The funds will be used to augment the Christmas food distribution with hams for Senior Share participants. The virtual Women's Book Club has been well attended and will meet on January 8, 2021.

7. Presentations – None.

8. Public Statements

Statements made via email – None.

Statements made via Zoom meeting

Jeanie Mortensen asked what the COA's fiscal year was and Angel replied that it is July 1 through June 30. Toni Olson said that Vons and Albertsons are taking names of people interested in receiving the Covid-19 vaccine when it becomes available, which will probably be the end of January 2021. Council Member Elaine Litster stated that she appreciates and values all that the COA is doing during this difficult time and welcomes suggestions to make things better.

9. Informational Presentations

a. Certificate of Appreciation to Vons Supermarket

The COA recognized Vons Supermarket for its donation of turkey dinners with all the fixings for the Senior Share program.

b. Certificate of Appreciation to Grocery Outlet Bargain Market

The COA recognized Grocery Outlet Bargain Market for donating 1,400 bags of groceries for the Senior Share program.

10. Appointments - None

11. Officer, Liaison, Representative and Ad Hoc Committee Reports

a. Officer Report

1. Treasurer

Bill Oliver thanked the kitchen staff, especially the chef, for the food that they prepare. He said the Meals On Wheels and the Senior Share volunteers' delivery and pickup systems run very well. He referred to the agenda packet's attachment for Agenda Item 11.a.1. and said that the equipment purchase on the Year-to-date Profit & Loss Report for \$6,569.07 was for the purchase of the "MySeniorCenter" member management system.

b. Liaison Report

1. Housing Liaison

Bob Cottle said that the City Council gave approval to build apartments on the northeast corner of Alamo Street and Tapo Street. There are affordable units, but no units are designated for seniors. The joint development between USA Properties and the Area Housing Authority for the affordable senior housing project at 1692 South Sycamore Drive is moving forward with an estimated completion date of January 2022. The housing project proposed on Welcome Court is in litigation.

c. Representative Report

1. VCAAA Representative

Toni Olson said that the Ventura County Area Agency on Aging has delivered three million meals in the county this year, including 1,000 meals delivered on the day before Thanksgiving. VCAAA received many hand-written cards from children through its Holiday Greetings Campaign. The cards were delivered to seniors to brighten their holidays.

d. Ad Hoc Committee Reports

1. COA Executive Board Recruitment

Ed Mazeika said the committee has received an outstanding list of ten candidates, including three incumbent candidates and two people who previously served on the Board. The candidates are Vicki Adolf, James Bruns, Jean Cecil, William Fischer, Stevi

Kasparian, Jeanie Mortensen, Don Novell, Bill Oliver, Ed Tingstrom, and Vivian Translateur. A COA candidate orientation will be held via Zoom on December 16, 2020 at 2:30 p.m. Candidates will give a brief statement about their interest and qualifications to serve on the board at the January 11, 2021 COA meeting. Voting will be done during the meeting via the Zoom "Poll" feature and each person will be able to vote for up to four candidates.

2. Wayne Templeton Volunteer of the Year

Robert Martin reported that the committee led by Jean Cecil received 11 nominations. The committee members selected a winner who will be announced at the January 11, 2021 COA meeting.

12. Continued Business – None.

13. New Business

- a. Receive and File the 2021 Calendar of Important COA Events – Revised 12/14/20.

The 2021 Calendar of Important COA Events as revised on 12/14/20 was received and filed.

14. Announcements of Upcoming COA/Senior Center Events/Programs

- a. The Senior Center will remain closed until further notice

15. Suggested Agenda Items for the COA Meeting on January 11, 2021 – None.

16. Adjournment

By consensus of the Executive Board, the meeting was adjourned at 2:12 p.m.

CITY OF SIMI VALLEY • MEMORANDUM

DATE: January 11, 2021
TO: Simi Valley Council On Aging
FROM: Robert Martin, Assistant Community Services Manager
SUBJECT: PROFIT AND LOSS AND BALANCE SHEET REPORTS

The Profit and Loss (P&L) reports (attached) are a summary of the COA's total income and total expenses for the month of December 2020 and Year-to-date (YTD).

December 2020 P&L

During the month of December 2020, the COA received \$2,175 in contributions from several sources in support of its programs and incurred no expenses.

REVENUES:	\$ 2,175.00
EXPENDITURES:	<u>\$ 0.00</u>
NET INCOME:	\$ 2,175.00

July to December 2020 P&L:

As reflected in the July to December 2020 P&L report, the COA received \$12,584.81 in revenue in support of its programs and incurred programming expenses of \$11,882.30.

REVENUES:	\$ 12,584.81
EXPENDITURES:	<u>\$ 11,882.30</u>
NET INCOME:	\$ 702.51

The Balance Sheet shows the COA's financial solvency with \$370,638.53 in assets and no liabilities. Since the facility closure in March of 2020, the COA has experienced minimal activity, which includes the cancellation of many of its fundraising events.

Staff and the COA Treasurer will be available to answer any questions at the January, 11 2021 meeting.

Simi Valley Council On Aging
Profit & Loss
December 2020

Agenda Item
No. 11.a.1.

	<u>Dec 20</u>
Income	
4 · Contributed Support	
4010 · Individual Contribution	2,175.00
Total 4 · Contributed Support	<u>2,175.00</u>
Total Income	2,175.00
Expense	<u>0.00</u>
Net Income	<u><u>2,175.00</u></u>

Simi Valley Council On Aging

Profit & Loss

01/05/21

July through December 2020

Accrual Basis

	<u>Jul - Dec 20</u>
Income	
4 · Contributed Support	
4010 · Individual Contribution	4,560.00
4015 · Business Contribution	8,015.00
Total 4 · Contributed Support	<u>12,575.00</u>
5 · Earned Revenues	
5310 · Interest-Savings/Short-term Inv	9.81
Total 5 · Earned Revenues	<u>9.81</u>
Total Income	<u>12,584.81</u>
Expense	
8100 · Operating Expenses	
8112 · Food	266.00
8115 · Nutrition Services	4,478.63
8125 · Video Rentals	68.60
8165 · Equipment Purchase	6,569.07
Total 8100 · Operating Expenses	<u>11,382.30</u>
8500 · Programming Support Expenses	
8535 · Community Support	500.00
Total 8500 · Programming Support Expenses	<u>500.00</u>
Total Expense	<u>11,882.30</u>
Net Income	<u><u>702.51</u></u>

Simi Valley Council On Aging

Balance Sheet

01/05/21

As of December 31, 2020

Accrual Basis

	<u>Dec 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1105 · U.S. Bank Savings (1105)	235,415.09
5601 · U.S. Bank Checking (5601)	135,223.44
Total Checking/Savings	<u>370,638.53</u>
Total Current Assets	<u>370,638.53</u>
TOTAL ASSETS	<u>370,638.53</u>
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	370,319.66
32000 · Unrestricted Net Assets	-383.64
Net Income	702.51
Total Equity	<u>370,638.53</u>
TOTAL LIABILITIES & EQUITY	<u>370,638.53</u>

CITY OF SIMI VALLEY • MEMORANDUM

DATE: January 11, 2021

TO: Simi Valley Council On Aging

FROM: Robert Martin, Assistant Community Services Manager

SUBJECT: SENIOR NUTRITION PROGRAM REPORT - QUARTER 2

The Senior Nutrition Program (SNP) at the Simi Valley Senior Center offers home delivered meal (Meals On Wheels) and congregate meal options. Both of these programs offer a hot, nutritious noontime meal Monday through Friday to seniors 60 years of age and over. All SNP participants are given the opportunity to make a donation. Donations are not required and are used to offset the cost of the program.

Below is an overview of the number of meals served in these programs for the fiscal year to date and donations received as detailed in the Senior Nutrition Report (attached).

Fiscal Year 2020-2021

For the period of July 1, 2020 through December 31, 2020, 24,971 home delivered meals were provided and \$23,009.50 was received in donations. Additionally, 47,215 congregate meals were served and \$13,123.09 was received in donations. In comparison, for the period of July 1, 2019 to December 31, 2019, a total of 18,985 meals were distributed to homebound seniors, while 6,073 meals were served in the congregate program. Combined, this results in a 300% increase in service needs for the same period last year. The Senior Nutrition Report includes a monthly breakdown of meals served for this fiscal year.

Staff and the COA Senior Nutrition Program Liaison will be available to answer any questions at the January 11, 2021 meeting.

Agenda Item
No. 11.b.2

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 Clients		Meals Served	Unduplicated Clients		Meals Served	Unduplicated Clients				
			New		Donations Received			New	Total	New		
Jul	3929	191	\$	3,745.50	Jul COVID	8121	292	\$	1,851.75	Jul	12050	483
Aug	4287	11	\$	4,251.00	Aug COVID	7194	56	\$	2,143.75	Aug	11481	67
Sept	4140	9	\$	3,613.50	Sep COVID	7334	32	\$	2,009.46	Sep	11474	41
Oct	4195	12	\$	4,037.50	Oct COVID	7616	49	\$	2,410.68	Oct	11811	61
Nov	4027	8	\$	4,132.50	Nov COVID	7847	77	\$	1,895.40	Nov	11874	85
Dec	4393	6	\$	3,229.50	Dec COVID	9103	42	\$	2,812.05	Dec	13496	48
YTD Totals:	24,971	237	\$	23,009.50	YTD Totals:	47,215	548	\$	13,123.09	YTD Totals:	72,186	785

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.