



Simi Valley Council On Aging

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Simi Valley Council On Aging (COA) Meeting

Monday, February 8, 2021
1:30 p.m.

Zoom Online Meeting <https://simivalley.zoom.us/j/96135366705>

Or by telephone: Dial US: 1 669 900 9128
Webinar ID: 961 3536 6705

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 (Mike Judge)
 - b. Community Services (Anna M. Medina)
 - c. Senior Center (Angel Sierra)
7. Presentations
 - a. Independent Living Resource Center
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 DUE TO THE COVID-19 PANDEMIC.

The following options allow for public participation:

- a. Watch the COA Advisory Board Meeting live online at Zoom: <https://simivalley.zoom.us/j/96135366705>
- b. Attend by telephone: +1 669 900 9128 Webinar ID: 961 3536 6705

- c. If you wish to make a comment on a specific agenda item, please sign-on via Zoom link <https://simivalley.zoom.us/j/96135366705> and use the raise hand function when this agenda item is called. If you wish to make a public comment, you must be signed in to the meeting and available at the time the agenda item is called.
 - d. Or, if you are unable to sign on to Zoom and wish to make a comment on a specific agenda item, please submit your comment via email by 10:00 a.m. the morning of the meeting date to rmartin@simivalley.org and include the Agenda Item topic and your comments. Emails should be limited to 250 words or less. These emails will be provided to the COA Executive Board prior to the meeting and made a part of the record.
- 9. Informational Presentations - None
 - 10. Appointments
 - a. Senior Needs Assessment Ad Hoc Committee Chair
 - 11. Officer, Liaison, and Representative Reports
 - a. Officer Report
 - 1. Treasurer (Bill Oliver, see attached)
 - b. Liaison Report
 - 1. Housing Liaison (Bob Cottle)
 - c. Representative Report
 - 1. VCAAA Representative (Antoinette Olson and Carol Martin)
 - 12. Continued Business – None
 - 13. New Business
 - a. Discussion/Action on the election of COA Executive Board Officers (see attached)
 - 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, March 8, 2021
 - 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 1:31 p.m. Janet Plant led the Pledge of Allegiance.
2. Roll Call – Suzanna Robertson called Roll Call. Members present were Bill Fischer, Bill Oliver, Janet Plant, Suzanne Robertson, Jerie St. Germain, Pete Stong and Edwin C. Tingstrom. Suzanne Robertson verified there was a quorum present. Linda Allen arrived right before Agenda Item 6.b. Theresa Lewis was absent.
3. Agenda Review – Item 9.b. was moved to follow Item 12 of the agenda. By consensus of the Executive Board, the agenda was approved as amended.
4. Approval of Minutes – Edwin C. Tingstrom moved to approve the minutes of the meeting on December 14, 2020, and Pete Stong seconded the motion. The motion passed unanimously.
5. Report of COA Chair

Janet Plant thanked the Samaritan Center for the food that was donated to the Senior Share program and thanked the very dedicated volunteers who assist with the drive-thru meals, Meals On Wheels, and Senior Share programs. She also thanked the state and local political representatives attending to honor the Wayne Templeton Award recipient.

6. Representative Reports

a. City Council

Council Member Mike Judge thanked the food distribution volunteers and said he was very proud of all the work they do. COVID vaccinations are rolling out in phases within the county. The county website shows the tier groups of people that will be vaccinated in order of priority. The City of Simi Valley website has a link to the Ventura County website with COVID vaccination information.

b. Community Services

Anna Medina said she was looking forward to congratulating the Wayne Templeton Volunteer of the Year and said she was available for questions.

c. Senior Center

Angel Sierra advised everyone to read the monthly newsletter for updates on Senior Center activities and COVID vaccine resources.

7. Presentations – None.

8. Public Statements

Statements made via email - None.

Statements made via Zoom meeting – None.

9. Informational Presentations

a. Wayne Templeton Volunteer of the Year Award

Ed Mazeika was announced as the recipient of the 2020 Wayne Templeton Volunteer of the Year Award for his dedicated service to the Senior Center over the years. Supervisor Bob Huber, District Director Charles Navarro of Congressman Mike Garcia's office, District Director Jeremy Wolf of Senator Henry Stern's office, and District Director Javier Reyes of Assemblywoman Suzette Martinez Valladares' office all congratulated Mr. Mazeika and presented him with certificates of recognition.

10. Appointments – None.

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

a. Officer Report

1. Treasurer

Bill Oliver referred to the Memo and attachment for this agenda item in the agenda packet. He expressed his sympathy to those who have passed due to COVID and to those battling the coronavirus.

b. Liaison Report

1. Housing Liaison

Bob Cottle stated that the City Planning Division is in the early stages of preparing a housing element update for the City of Simi Valley and it is going to be requesting public input. City staff will be making presentations to Neighborhood Councils via Zoom. A Planning Commission Hearing has been tentatively set for February 17, 2021

via Zoom. The housing element update will go before the City Council for approval but there is no timeline for that yet.

2. Senior Nutrition Program Liaison

Ed Mazeika referred to the Senior Nutrition Program Memo attachment in the agenda packet. He pointed out that from July 1, 2020 to December 31, 2020, 24,971 home delivered meals and 47,215 congregate drive-thru meals were provided to seniors. This represents a combined 300% increase from the same period in the previous year.

c. Representative Report

1. VCAAA Representative

Toni Olson said VCAAA is always looking for volunteers to help deliver meals. To receive a meal, call 805-477-7300. She reported that three million meals have been delivered in the county since the pandemic began. She mentioned that VCAAA has Zoom classes for seniors and said anyone interested can find more information on the VCAAA website at www.vcaaa.org.

12. Continued Business – None.

13. Informational Presentations

a. Introduction of the COA Executive Board Candidates

The seven candidates for the four open positions on the COA Executive Board were introduced. Jean Cecil submitted a written statement that was read. Stevi Kasparian, Jeanie Mortensen, Clyde “Bill” Oliver, and Edwin C. Tingstrom made brief remarks about themselves and their reasons for running for the Executive Board. Vicki Adoff was not present at the meeting and Don Novell left the meeting prior to making a statement.

14. New Business

a. Open election by the COA general membership to recommend four candidates for the COA Executive Board

The election was conducted via the Zoom “Poll” and “Raise Hand” feature for phone call participants. Senior Center staff counted the ballots and the following candidates were elected by popular vote of the general membership: Jean Cecil, Jeanie Mortensen, Clyde “Bill” Oliver, and Edwin C. Tingstrom.

- b. Discussion/Action on a recommendation to the City Council to appoint the COA Executive Board candidates elected by the general membership

A motion was made by Pete Stong and seconded by Edwin C. Tingstrom to recommend that the City Council appoint the elected candidates to the COA Executive Board.

Executive Board Vote:	Ayes 8	Nays 0	Abstentions 0
Audience Vote:	Ayes 5	Nays 0	Abstentions 0

The motion passed.

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

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

16. Suggested agenda items for the COA Meeting on Monday, February 8, 2020 at 1:30 p.m. via Zoom – None.

17. Adjournment

By consensus of the Executive Board, the meeting was adjourned at 3:13 p.m.

CITY OF SIMI VALLEY • MEMORANDUM

DATE: February 8, 2021
TO: Simi Valley Council On Aging
FROM: Robert Martin, Assistant Community Services Manager
SUBJECT: PROFIT AND LOSS AND BALANCE SHEET

The Profit and Loss (P&L) reports (attached) are a summary of the COA's total income and total expenses for the month of January 2021 and Year-to-date (YTD).

During the month of January 2021, the COA received \$6,760.00 in contributions from several sources in support of its programs and incurred expenses related to the Senior Share program and in support of Senior Center programs in the amount of \$1,788.45.

January 2021 Profit & Loss:

REVENUES:	\$ 6,760.00
EXPENDITURES:	<u>\$ 1,788.45</u>
NET INCOME:	\$ 4,971.55

July 2020 through January 2021 YTD Profit & Loss:

REVENUES:	\$ 19,346.80
EXPENDITURES:	<u>\$ 13,670.75</u>
NET INCOME:	\$ 5,676.05

The Balance Sheet shows the COA's financial solvency with \$375,612.07 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 February 8, 2021 meeting.

Simi Valley Council On Aging
Profit & Loss
January 2021

Agenda Item
No. 11.a.1.

	<u>Jan 21</u>
Income	
4 · Contributed Support	
4010 · Individual Contribution	4,780.00
4015 · Business Contribution	1,980.00
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Total 4 · Contributed Support	6,760.00
Total Income	6,760.00
Expense	
8100 · Operating Expenses	
8110 · Supplies	105.51
8115 · Nutrition Services	1,347.47
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Total 8100 · Operating Expenses	1,452.98
8500 · Programming Support Expenses	
8530 · Membership Fees	335.47
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Total 8500 · Programming Support Expenses	335.47
Total Expense	1,788.45
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Net Income	4,971.55
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Simi Valley Council On Aging
Profit & Loss
 July 2020 through January 2021

	Jul '20 - Jan 21
Income	
4 · Contributed Support	
4010 · Individual Contribution	9,340.00
4015 · Business Contribution	9,995.00
Total 4 · Contributed Support	19,335.00
5 · Earned Revenues	
5310 · Interest-Savings/Short-term Inv	11.80
Total 5 · Earned Revenues	11.80
Total Income	19,346.80
Expense	
8100 · Operating Expenses	
8110 · Supplies	105.51
8112 · Food	266.00
8115 · Nutrition Services	5,826.10
8125 · Video Rentals	68.60
8165 · Equipment Purchase	6,569.07
Total 8100 · Operating Expenses	12,835.28
8500 · Programming Support Expenses	
8530 · Membership Fees	335.47
8535 · Community Support	500.00
Total 8500 · Programming Support Expenses	835.47
Total Expense	13,670.75
Net Income	5,676.05

10:44 AM

02/01/21

Accrual Basis

Simi Valley Council On Aging
Balance Sheet
As of February 1, 2021

	<u>Feb 1, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1105 · U.S. Bank Savings (1105)	235,417.08
5601 · U.S. Bank Checking (5601)	140,194.99
Total Checking/Savings	<u>375,612.07</u>
Total Current Assets	<u>375,612.07</u>
TOTAL ASSETS	<u>375,612.07</u>
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	370,319.66
32000 · Unrestricted Net Assets	-383.64
Net Income	5,676.05
Total Equity	<u>375,612.07</u>
TOTAL LIABILITIES & EQUITY	<u>375,612.07</u>

CITY OF SIMI VALLEY • MEMORANDUM

DATE: February 8, 2021

TO: Simi Valley Council On Aging

FROM: Robert Martin, Assistant Community Services Manager

SUBJECT: DISCUSSION/ACTION ON THE ELECTION OF COA EXECUTIVE BOARD OFFICERS

Per the COA By-laws, an election of Executive Board officers shall occur annually at the February general meeting. Officer positions available for election are Chair, Vice Chair, Recording Secretary, Corresponding Secretary, and Treasurer. The Executive Board shall nominate and elect its officers by a majority vote of the Executive Board members. Upon election, officers will assume their position immediately and shall continue in office until their successors are elected or the end of their Executive Board term, whichever occurs first.

The duties of the Chair include:

- Preside over all regular and special meetings of the COA.
- Be the official representative of the COA to the City Council and to represent the official positions taken by the COA.
- Make appointments to ad hoc advisory committees, program manager and liaison positions with the approval of the Executive Board.
- Develop the agenda for all meetings with the advice of the Staff Liaison.
- Ensure the completion of all projects, including fundraising projects, undertaken by the COA.
- Represent the COA at community functions as needed or appoint an alternate.

The duties of the Vice Chair include:

- Perform the duties of the Chair in his/her absence.
- May function as the parliamentarian and advise the Chair on such matters.

The duties of the Recording Secretary include:

- Provide minutes for all regular and special meetings.
- 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.

The duties of the Corresponding Secretary include:

- Prepare COA correspondence as needed.

The duties of the Treasurer include:

- Ensure the COA's compliance with its Financial Policies and Procedures with the assistance of the Staff Liaison.

Staff is available to answer any questions at the February 8, 2021 meeting.