



# Simi Valley Council On Aging

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## **Simi Valley Council On Aging (COA) Meeting**

Monday, March 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 - 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 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](mailto: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. COVID Resources Liaison
  11. Officer, Liaison, and Representative Reports
    - a. Officer Report
      1. Treasurer (Bill Oliver, see attached)
    - b. Liaison Reports
      1. Housing Liaison (Bob Cottle)
      2. COVID Resources Update
      3. Community Senior Needs Assessment Ad Hoc Committee (Jeanie Mortensen)
    - c. Representative Report
      1. VCAAA Representative (Antoinette Olson and Carol Martin)
  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. VCAAA Advisory Council Representative recruitment, open March 8, 2021, to April 30, 2021
  15. Suggested agenda items for the COA meeting on Monday, April 12, 2021
  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 1:31 p.m. and led the Pledge of Allegiance.
2. Roll Call – Suzanne Robertson called Roll Call. Members present were Linda Allen, Jean Cecil, Jeanie Mortensen, Bill Oliver, Janet Plant, Suzanne Robertson, Jerie St. Germain, Pete Stong and Edwin C. Tingstrom. Ms. 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 – Edwin C. Tingstrom moved to approve the minutes of the meeting on January 11, 2021, and Pete Stong seconded the motion. The motion passed unanimously.
5. Report of COA Chair

Janet Plant thanked everyone who is making sure that the Senior Center is functioning during the pandemic.

6. Representative Reports
  - a. City Council

Council Member Mike Judge reported that the city is getting a lot of questions about COVID vaccinations. The city is not giving vaccinations. This is being handled by the county. Seniors should go to the Ventura County Recovers website at <http://www.venturacountyrecovers.org> for specific information. The City also has COVID resources listed at <https://www.simivalley.org/Home/Components/News/News/5832/17>. More businesses are now being able to open due to the relaxation of some COVID restrictions. Construction projects around the city continue to make progress. The project at Galena Avenue and Cochran Street and the development at Sycamore Avenue and East Los Angeles Avenue which has low-income senior units are both progressing.

Council Member Elaine Litster said that one of the items that will be discussed at the City Council meeting this evening will be the purchase of generators to be used at the Senior Center and other City facilities in the event of future power outages. The purchase of battery back-up systems for traffic lights is also on the agenda for approval. She also mentioned that houses of worship can now have members attending with adherence to 25% capacity COVID safety protocol.

b. Community Services

Anna Medina said that City Hall will be closed for the Presidents' Day holiday on Monday and wished everyone a Happy Valentine's Day.

c. Senior Center

Angel Sierra said the Senior Center Newsletter contains information about getting the COVID vaccine. There is a need for some technology expertise to register. Mr. Sierra urged patience and the need to continuously keep trying to make appointments for a vaccination. The registration portal website <https://www.venturacountyrecovers.org/vaccine-information/portal/> was posted in the chat along with the appointment hotline which is (805) 477-7161. Tax preparation resources are published in the February newsletter at <https://www.simivalley.org/home/showdocument?id=23569>. There are no in-person tax appointments this year due to COVID, but there are tax document drop-off services available through AARP. See the newsletter for more information.

7. Presentations

a. Independent Living Resource Center (ILRC)

The organization's mission is to assist disabled individuals with independent living. It is a peer-run organization and provides Zoom support groups. It provides advocacy and services for housing searches, assistive technology information, and benefits counseling. It also provides services and supports for older individuals (55+) who are blind or severely visually impaired and case management services for Alzheimer's/dementia. In partnership with VCAAA, provides transition services for moving back home from assisted living or a hospitalization situation and assists with Emergency Preparedness and Disaster Response Planning. Services are provided at no cost and the only eligibility criteria is having a disability. The ILRC website is <https://ilrc-trico.org/> and the phone number is (805) 650-5993.

8. Public Statements

a. Statements made via email: None.

b. Statements made via Zoom meeting:

Edwin C. Tingstrom said that veterans age 65 and older can receive COVID vaccinations at the Sepulveda Veterans Administration hospital. Transit Operations Manager Christopher Latham was having trouble with audio but it was announced that the Americans with Disability Act (ADA) Paratransit

Advisory Committee was accepting applications for representatives. The deadline for applications is February 19, 2021.

9. Informational Presentations – None.

10. Appointments

a. Senior Needs Assessment Ad Hoc Committee Chair

Janet Plant reported that because of the closure of the Senior Center, there is no regular information about senior needs via visitors to the center. She recommends the formation of an ad hoc committee to find alternate ways of assessing needs. Jeanie Mortensen has volunteered to be the chair of the committee. Ms. Mortensen explained that the committee will initially brainstorm methods to gather information and then will prepare a report for the next COA meeting. Following the approval of methods by the COA, the committee will implement. The vision is to have needs assessment data available to the COA on a regular basis to guide decision-making. Janet Plant, Carol Martin, and Linda Allen volunteered to be on the committee.

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

a. Officer Report

1. Treasurer

Bill Oliver stated that new member management software was installed at the Senior Center to check in individuals with a card that will be scanned and is being used successfully by current Senior Center volunteers. The January 2021 and Year-to-date Profit and Loss statements and Balance Sheet were presented. Jeanie Mortensen asked whether the COA had an annual budget. Mr. Oliver responded that there is an operating budget and that he will soon be working on the budget for the next fiscal year. Ms. Mortensen suggested that budget versus actual information be included side by side for financial reporting in the future to help track progress towards financial and project goals.

b. Liaison Report

1. Housing Liaison

Bob Cottle reported that he attended the Ventura County Housing Trust Fund meeting, an organization which provides grant money for senior housing. Simi Valley has not received any funds, so he will be talking to the City about encouraging developers to take advantage of these

funds. There will be a Planning Commission meeting on March 17, 2021. The commission would like recommendations from the COA and other organizations. Mr. Cottle reported that currently there are approximately 1,000 senior apartments in the city but only 100 affordable senior-owned housing units. There is a need for more for-sale units for individuals who are considering downsizing.

c. Representative Report

1. VCAAA Representative

Carol Martin reported that transportation was discussed at the last meeting and she is now the chairman of the transportation committee. They also discussed the nutrition program. Toni Olson reported that multiple seminars are available on the VCAAA website on topics such as Medicare and nutrition. The website for more information was posted in the chat: <http://www.vcaaa.org>

12. Continued Business – None.

13. New Business

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

Robert Martin facilitated the election for Chair. He began by explaining the process.

Chair:

Pete Stong nominated Janet Plant for Chair and she accepted the nomination. There were no other nominations for Chair and the nominations were closed. Janet Plant continued to facilitate the elections of the remaining officers.

Vice-Chair:

Janet Plant nominated Pete Stong for Vice-Chair and he accepted the nomination. There were no other nominations and the nominations for Vice-Chair were closed.

Recording Secretary:

Janet Plant nominated Jeanie Mortensen for Recording Secretary and she accepted the nomination. There were no other nominations and the nominations for Recording Secretary were closed.

Corresponding Secretary:

After no nominations were put forth, Jeanie Mortensen suggested that the duties of the Recording Secretary and the Corresponding Secretary be combined. If this was allowed, Ms. Mortensen said that she would self-nominate to perform the duties of the Corresponding Secretary. Angel Sierra reported that he did not believe that the By-laws prevented a single individual from performing the duties of both positions. The nominations for Corresponding Secretary were closed.

Treasurer:

Pete Strong nominated Bill Oliver for Treasurer and he accepted the nomination. There were no other nominations and the nominations for Treasurer were closed.

Edwin C. Tingstrom moved to approve the slate of Officers as elected and Suzanne Robertson seconded the motion.

Executive Board Vote:            9 Ayes      0 Nays      0 Abstentions

The motion passed unanimously.

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, 2020, at 1:30 p.m. via Zoom

COVID Resources Update (Locations, how to make an appointment, transportation options and bus sanitation protocol) will be added to the agenda.

16. Adjournment

By consensus of the Executive Board, the meeting was adjourned at 2:33 pm

## CITY OF SIMI VALLEY • MEMORANDUM

**DATE:** March 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 February 2021 and Year-to-date (YTD).

During the month of February 2021, the COA received \$42.00 in contributions from two sources in support of its programs and incurred expenses related to the Senior Share program in the amount of \$240.00.

### February 2021 Profit & Loss:

|               |                  |
|---------------|------------------|
| REVENUES:     | \$ 42.00         |
| EXPENDITURES: | <u>\$ 240.00</u> |
| NET INCOME:   | (\$ 198.00)      |

### July 2020 to February 2021 YTD Profit & Loss:

|               |                     |
|---------------|---------------------|
| REVENUES:     | \$ 19,390.79        |
| EXPENDITURES: | <u>\$ 13,910.75</u> |
| NET INCOME:   | \$ 5,480.04         |

### March 1, 2021 Balance Sheet:

The Balance Sheet shows the COA's financial solvency with \$375,416.06 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 March 8, 2021 meeting.



9:05 AM

03/01/21

Accrual Basis

Simi Valley Council On Aging  
**Profit & Loss**  
February 2021

Agenda Item  
No. 11.a.1.

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|  | <u>Feb 21</u>         |
|--|-----------------------|
| <b>Income</b>                          |                       |
| 4 · Contributed Support                |                       |
| 4010 · Individual Contribution         | 42.00                 |
| <b>Total 4 · Contributed Support</b>   | <u>42.00</u>          |
| <b>Total Income</b>                    | 42.00                 |
| <b>Expense</b>                         |                       |
| 8100 · Operating Expenses              |                       |
| 8115 · Nutrition Services              | 240.00                |
| <b>Total 8100 · Operating Expenses</b> | <u>240.00</u>         |
| <b>Total Expense</b>                   | <u>240.00</u>         |
| <b>Net Income</b>                      | <u><u>-198.00</u></u> |

9:07 AM

03/01/21

Accrual Basis

**Simi Valley Council On Aging**  
**Profit & Loss**  
July 2020 through February 2021

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|  | <u>Jul '20 - Feb 21</u> |
|--|-------------------------|
| <b>Income</b>                                    |                         |
| <b>4 · Contributed Support</b>                   |                         |
| 4010 · Individual Contribution                   | 9,382.00                |
| 4015 · Business Contribution                     | 9,995.00                |
|  | <hr/>                   |
| <b>Total 4 · Contributed Support</b>             | 19,377.00               |
| <b>5 · Earned Revenues</b>                       |                         |
| 5310 · Interest-Savings/Short-term Inv           | 13.79                   |
|  | <hr/>                   |
| <b>Total 5 · Earned Revenues</b>                 | 13.79                   |
|  | <hr/>                   |
| <b>Total Income</b>                              | 19,390.79               |
| <b>Expense</b>                                   |                         |
| <b>8100 · Operating Expenses</b>                 |                         |
| 8110 · Supplies                                  | 105.51                  |
| 8112 · Food                                      | 266.00                  |
| 8115 · Nutrition Services                        | 6,066.10                |
| 8125 · Video Rentals                             | 68.60                   |
| 8165 · Equipment Purchase                        | 6,569.07                |
|  | <hr/>                   |
| <b>Total 8100 · Operating Expenses</b>           | 13,075.28               |
| <b>8500 · Programming Support Expenses</b>       |                         |
| 8530 · Membership Fees                           | 335.47                  |
| 8535 · Community Support                         | 500.00                  |
|  | <hr/>                   |
| <b>Total 8500 · Programming Support Expenses</b> | 835.47                  |
|  | <hr/>                   |
| <b>Total Expense</b>                             | 13,910.75               |
|  | <hr/>                   |
| <b>Net Income</b>                                | <u><u>5,480.04</u></u>  |

9:08 AM

03/01/21

Accrual Basis

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

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|                                       | <u>Mar 1, 21</u>         |
|---------------------------------------|--------------------------|
| <b>ASSETS</b>                         |                          |
| <b>Current Assets</b>                 |                          |
| <b>Checking/Savings</b>               |                          |
| 1105 · U.S. Bank Savings (1105)       | 235,419.07               |
| 5601 · U.S. Bank Checking (5601)      | 139,996.99               |
| <b>Total Checking/Savings</b>         | <u>375,416.06</u>        |
| <b>Total Current Assets</b>           | <u>375,416.06</u>        |
| <b>TOTAL ASSETS</b>                   | <b><u>375,416.06</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                          |
| <b>Equity</b>                         |                          |
| 30000 · Opening Balance Equity        | 370,319.66               |
| 32000 · Unrestricted Net Assets       | -383.64                  |
| Net Income                            | 5,480.04                 |
| <b>Total Equity</b>                   | <u>375,416.06</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u>375,416.06</u></b> |