



Simi Valley Council On Aging (COA) Meeting

Monday, November 8, 2021

1:00 p.m.

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Agenda Review
4. Approval of Minutes
5. Report from COA Chair (Janet Plant)
6. Representative Reports

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.

- a. City Council (Mike Judge)
- b. Community Services (Anna M. Medina)
- c. Senior Center (Angel Sierra)

7. Presentations - None
8. Public Statements

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.

9. Informational Presentations – None
10. Appointments - None

11. Officer, Liaison, and Representative Reports

- a. Officer Report
 1. Treasurer (Bill Oliver, See Attached)
- b. Liaison Reports
 1. Housing Liaison (Bob Cottle)
 2. Community Senior Needs Assessment Ad Hoc Committee (Jeanie Mortensen)
 3. Simi Valley Street Fair (Bill Oliver)
 4. COA Executive Board Recruitment (Pete Stong)
 5. Wayne Templeton Volunteer of the Year Award (Ed Mazeika)
 6. Financial Abuse Specialist Team (FAST) (Carol Martin)
- c. Representative Report
 1. VCAAA Representative (Carol Martin and Marietta Sperry)

12. Continued Business – None

13. New Business
 - a. Discussion/Action on a recommendation to allocate funds for the recognition of Jerie St. Germain and establish an Ad Hoc Committee to carry out the direction of the board. (See Attached)
14. Announcements of Upcoming COA/Senior Center Events/Programs
 - a. Wayne Templeton Volunteer of the Year Nominations, October 1 to December 3, 2021
 - b. Thanksgiving Eve Dinner drive-through event, Wednesday, November 24, 2021, 4:30, 5:30 and 6:30 p.m. Tickets are available at the main desk between 8:00 a.m. and 4:45 p.m. on a first come, first serve basis. Sponsored by the COA and Rotary Club of Simi Sunrise.
15. Suggested agenda items for the COA meeting on Monday, December 13, 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 1:02 p.m. and led the Pledge of Allegiance.
2. Roll Call – Jeanie Mortensen called Roll Call. Members present were Jeanie Mortensen, Bill Oliver, Janet Plant, Suzanne Robertson, and Pete Stong. Jean Cecil arrived at 1:06 p.m. Linda Allen and Ed Tingstrom were excused. Jeanie Mortensen verified there was a quorum present.
3. Agenda Review – Pete Stong asked that Wellness Expo Committee be added to the Agenda as Item 11.b.4. By consensus of the Executive Board, the agenda was approved as amended.
4. Approval of Minutes – Suzanne Robertson moved to approve the September 13, 2021 minutes, and Bill Oliver seconded the motion. The motion passed unanimously.
5. Report of COA Chair

Janet Plant thanked the Senior Center staff for continuing to keep the Senior Center functioning during its closure to the public. Meals On Wheels and Senior Share programs continued with increased participation numbers. COA monthly meetings will now be held in-person even though there were some requests to continue meetings virtually. On July 31, 2021, Jerie St. Germain passed away and we will miss him and his contributions greatly. Sharon Smith made a very generous five-figure donation to the COA. The COA monthly dances have not yet resumed, however Linda Allen and the committee are exploring the possibility of having a New Year's Eve, Eve Dance.

6. Representative Reports

a. City Council

Council Member Mike Judge reported that the new census report shows that the city grew by only 2,300 people, which is the smallest growth ever reported. The low population growth may result in no City Council district changes being recommended. He also reported that several apartment complexes will soon open up for occupancy. Council Member Judge stated that in the past, Assisted Living Centers were not considered to be housing, but due to a recent court decision, Assisted Living Centers are now considered to be housing.

b. Community Services – No report.

c. Senior Center

Angel Sierra stated the Senior Center has on boarded 2,000 individuals using the new software system. This also allows contact tracing if it is necessary. Southern California Edison is at the Senior Center to provide information about power outages. Mr. Sierra is waiting to hear back from the Simi Valley Police Department about offering a seminar on scooter/cart safety, as was requested at last month's COA meeting. A seminar regarding Medicare Changes for 2022 will be held on October 12th. The mask mandate is still in effect and staff continues to ensure compliance.

7. Presentations – None.

8. Public Statements

A member asked why the Senior Center is not asking for proof of vaccination. Angel Sierra responded that the City of Simi Valley is not requiring proof of vaccination at any of its city facilities and will continue to follow City and County health mandates.

9. Informational Presentations - None

10. Appointments

a. Special Event Support Review Committee Representative

Ms. Plant nominated herself and the Board unanimously approved her for this 4-week commitment.

b. Community Development Block Grant Advisory Committee Representative

Pete Stong nominated himself and the Board unanimously approved him for this 3-year commitment.

c. Simi Valley Street Fair, Chair, Saturday, October 30, 2021

Bill Oliver nominated himself to chair the event, and the Board unanimously approved. Suzanne Robertson, Pete Stong and Jean Cecil will assist at the event.

d. Bingo Bonanza Chair, Saturday, February 19, 2022

Janet Plant nominated Jean Cecil to chair Bingo Bonanza and the Board unanimously approved. Ms. Plant recommended that Ed Tingstrom be asked to provide assistance because of his past experience.

11. Officer, Liaison, and Representative Reports

a. Officer Report

1. Treasurer

Bill Oliver recognized all the work that the Senior Center staff provided during the painting and carpeting projects at the Center. Pete Stong mentioned that the new furniture is still in the process of being selected. Mr. Oliver reviewed the financial reports in the agenda packet. He said in the past year, there has been an increase of over \$100,000 in assets due to some substantial donations.

b. Liaison Reports

1. Housing Liaison

Bob Cottle stated that the Proposed Housing Element will be considered at the October 25, 2021 City Council meeting. The proposed COA recommendation will be discussed during New Business Agenda Item 13.a.

2. Community Senior Needs Assessment Ad Hoc Committee

Jeanie Mortensen reported that the Council on Aging in Thousand Oaks graciously provided the committee with the survey they used to solicit input for their 5-year master plan. Ms. Mortensen recommended that the COA use the Thousand Oaks survey as a starting point, adding or deleting questions based on the COA's priorities for the survey. She stated that the main priority was to understand the demographics, characteristics, and needs of the senior population in Simi Valley. The survey will be forwarded to the members to review and provide responses by Wednesday, October 22. The ad hoc committee will meet during the week of October 24 to review responses and prepare a proposal for the COA to consider at the November meeting. The deadline to submit the proposal to Robert Martin is November 2.

3. Financial Abuse Specialist Team (FAST)

Carol Martin stated she appreciates the opportunity to be on the FAST committee. The FAST members are doing vital work to assist seniors in preventing financial abuse.

4. Wellness Expo Committee

Pete Stong stated the event that was recently held was well attended by 40 vendors and approximately 300 seniors. The event was very successful generating approximately \$10,000 in revenue and incurring only a few hundred dollars in expenses. People appreciated that the event was held outside, so the committee will consider holding it outside in the future.

c. Representative Report

1. VCAAA Representative

Carol Martin stated that the VCAAA website at www.vcaaa.org is very informative and has links to many services for seniors. Food services available to seniors were discussed at the last meeting.

12. Continued Business – None.

13. New Business

a. Discussion/Action on a Recommendation for City Council to Consider the Proposed Housing Element Report

A motion was made by Pete Stong and seconded by Bill Oliver to approve the memorandum and to submit it to Environmental Services for consideration by the City Council.

Audience: 5 Ayes; 0 Nays; 0 Abstentions

Board 6 Ayes; 0 Nays; 0 Abstentions

Motion passed.

b. Discussion/Action on a Recommendation to Adopt the Revised 2021 and 2022 COA Calendars of Special Events

A motion was made by Suzanne Robertson and seconded by Bill Oliver to adopt the revised calendars.

Audience: 5 Ayes; 0 Nays; 0 Abstentions

Board 6 Ayes; 0 Nays; 0 Abstentions

Motion passed.

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

a. COA Executive Board Recruitment, October 1 to November 5, 2021

Pete Stong, the COA's Liaison, reported that no applications have been received so far. Applications can be submitted online at www.simivalley.org/coa

b. Wayne Templeton Volunteer of the Year Nominations, October 1 to December 3, 2021

Ed Mazeika, the COA's Liaison, reported that no nominations have been received so far. Nominations can be submitted online at www.simivalley.org/coa

c. Thanksgiving Eve Dinner Drive-through Event, Wednesday, November 24, 2021.

Tickets for 4:30, 5:30, and 6:30 p.m. will be available at the Senior Center main desk beginning Monday, November 1, 2021, at 8:00 a.m.

15. Suggested agenda items for the COA Meeting on Monday, November 8, 2021

Suggested agenda items include the Senior Needs Assessment Survey recommendation and the recognition of Jerie St. Germain's service to the COA.

16. Adjournment

By consensus of the Executive Board, the meeting was adjourned at 2:34 p.m.

CITY OF SIMI VALLEY • MEMORANDUM

DATE: November 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 October 2021 and Year-to-date (YTD).

In October, the COA received \$50.00 in contributions in support of its programs and incurred expenses in the amount of \$55.00.

October 1, 2021 to October 26, 2021 - Profit & Loss:

REVENUES:	\$ 50.00
EXPENDITURES:	<u>\$ 55.00</u>
NET INCOME:	\$ (5.00)

July 1, 2021 to October 26, 2021 - YTD Profit & Loss:

REVENUES:	\$13,113.94
EXPENDITURES:	<u>\$ 5,648.34</u>
NET INCOME:	\$ 7,465.60

October 26, 2021 - BALANCE SHEET:

The October 26, 2021 Balance Sheet shows the COA's financial solvency with \$502,093.76 in assets and no liabilities.

Staff and the COA Treasurer will be available to answer any questions at the November 8, 2021 meeting.

Simi Valley Council On Aging
Profit & Loss
October 1 - 26, 2021

Agenda Item
No. 11.a.1.

	<u>Oct 1 - 26, 21</u>
Income	
4 · Contributed Support	
4020 · Designated Contribution	50.00
Total 4 · Contributed Support	<u>50.00</u>
Total Income	<u>50.00</u>
Gross Profit	50.00
Expense	
8500 · Program Expenses	
8580 · Musicians & Bands	55.00
Total 8500 · Program Expenses	<u>55.00</u>
Total Expense	<u>55.00</u>
Net Income	<u><u>-5.00</u></u>

Simi Valley Council On Aging
Profit & Loss
 July 1 through October 26, 2021

Agenda Item
No. 11.a.1.

	Jul 1 - Oct 26, 21
Income	
4 · Contributed Support	
4010 · Individual Contribution	10,015.00
4020 · Designated Contribution	250.00
Total 4 · Contributed Support	10,265.00
5 · Earned Revenues	
5310 · Investment - Interest Gains	2.94
5560 · Ticket Sales	21.00
5580 · Table Reservations	2,825.00
Total 5 · Earned Revenues	2,848.94
Total Income	13,113.94
Gross Profit	13,113.94
Expense	
8100 · Operating Expenses	
8160 · Equipment/Software Maintenance	1,698.10
8165 · Equipment/Software Purchase	2,667.96
Total 8100 · Operating Expenses	4,366.06
8500 · Program Expenses	
8510 · Supplies	334.88
8512 · Food	362.40
8545 · Mileage	210.00
8580 · Musicians & Bands	275.00
8590 · Special Expenses	100.00
Total 8500 · Program Expenses	1,282.28
Total Expense	5,648.34
Net Income	7,465.60

Simi Valley Council On Aging
Balance Sheet
As of October 26, 2021

Agenda Item
No. 11.a.1.

	<u>Oct 26, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1105 · U.S. Bank Savings (1105)	235,426.94
5601 · U.S. Bank Checking (5601)	238,574.98
Total Checking/Savings	<u>474,001.92</u>
Total Current Assets	474,001.92
Other Assets	
9601 · VCCF Endowment Fund	28,091.84
Total Other Assets	<u>28,091.84</u>
TOTAL ASSETS	<u>502,093.76</u>
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	390,734.23
32000 · Unrestricted Net Assets	103,893.93
Net Income	7,465.60
Total Equity	<u>502,093.76</u>
TOTAL LIABILITIES & EQUITY	<u>502,093.76</u>

CITY OF SIMI VALLEY • MEMORANDUM

DATE: November 8, 2021

TO: Simi Valley Council On Aging

FROM: Robert Martin, Assistant Community Services Manager

SUBJECT: DISCUSSION/ACTION ON A RECOMMENDATION TO ALLOCATE FUNDS FOR THE RECOGNITION OF JERIE ST. GERMAIN

In response to a request from a Council On Aging (COA) Executive Board member on September 13, 2021, the COA is seeking to form an ad hoc committee and allocate funding to honor a past COA Executive Board member for his dedicated service to our community.

The COA Executive Board is being asked to allocate a not to exceed (NTE) funding amount for this recognition so that the ad hoc committee can determine the most meaningful way to honor Jerie St. Germain and carry out the COA's direction. This project can be funded from an existing administrative budget allocation as long as the expense does not exceed the budgeted amount. Alternatively, a budget increase can be made to an existing budget line item. The Ad Hoc Committee is authorized to proceed with its decision and recognize Mr. St. Germain at a later meeting.

Staff will be available to answer any questions at the November 8, 2021 meeting.