



Simi Valley Council On Aging

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Simi Valley Council On Aging (COA) Meeting

Monday, December 13, 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 of COA Chair (Janet Plant)
6. Representative Reports
 - a. City Council (Mike Judge)
 - b. Community Services (Anna M. Medina)
 - c. Senior Center (Angel Sierra)

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.

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
 - a. Use of mobility devices in the public right of way (Simi Valley Police Department, Sergeant Joshua K. McAlister)
10. Appointments – None
11. Officer, Liaison, and Representative Reports
 - a. Officer Report
 1. Treasurer (Bill Oliver, see attached)
 - b. Liaison Report
 1. Housing Liaison (Bob Cottle)
 2. Community Senior Needs Assessment Ad Hoc Committee (Jeanie Mortensen)
 3. COA Executive Board Recruitment (Pete Stong)
 4. Wayne Templeton Volunteer of the Year Award (Ed Mazeika)
 5. 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 request from the Council On Aging Ad Hoc committee to allocate funding to memorialize former volunteers and consider eligibility criteria for memorial wall (attached)
 - b. Discussion/Action on a request to allocate funding to install lighting in the Senior Center Patio (attached)
14. Announcements of Upcoming COA/Senior Center Events/Programs
 - a. COA New Year's Eve Dance, Thursday, December 30, 2021, 7:00 p.m. to 11:00 p.m.
 - b. COA Dance, Friday January 14, 2022, 7:30 p.m. – 10:00 p.m.
15. Suggested agenda items for the COA meeting on Monday, January 10, 2022
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 1:03 p.m. and led the Pledge of Allegiance.
2. Roll Call – Raquel Wirth called Roll Call. Members present were Jean Cecil, Bill Oliver, Janet Plant, Suzanne Robertson, Pete Stong and Ed Tingstrom. Linda Allen was absent and Jeanie Mortensen arrived at 1:07 p.m. during Item 6.a. Raquel Wirth 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 – Ed Tingstrom moved to approve the minutes of the meeting on October 11, 2021, and Suzanne Robertson seconded the motion. The motion passed unanimously.
5. Report of COA Chair

Janet Plant thanked Senior Center staff for ensuring the Senior Center continues operating safely. She reminded everyone to wear masks.

6. Representative Reports

a. City Council

Council Member Mike Judge reported that the City Council will discuss the Recreational Vehicle ordinance and approve Neighborhood Council applicants at tonight's City Council meeting. He stated there is a new type of grocery store that is considering opening at the former Bed, Bath and Beyond location and that Mad Era Brewery hopes to open by New Year's Eve.

b. Community Services – No report.

c. Senior Center

Angel Sierra emphasized that there is still a mask mandate for all indoor activities, including exercise classes. He stated that the Senior Center will be closed on Thursday for Veterans Day but that the Kiwanis Club is holding a food drive on that day from 8:30 am to 12:00pm. He announced that all tickets to the Thanksgiving drive-thru dinner have been given out.

7. Presentations – None.

8. Public Statements

Emily Bridges from Independent Living Resource Center (ILRC) in Ventura introduced herself and said ILRC provides advocacy for individuals with disabilities, including individuals with cognitive disabilities. ILRC also provides benefits counseling, housing support, and caregiver respite support. Ms. Bridges said the organization serves the Tri-County area and its website is <http://www.ilrc-trico.org>.

9. Informational Presentations – None.

10. Appointments – None.

11. Officer, Liaison, and Representative Reports

a. Officer Report

1. Treasurer

Bill Oliver reviewed the financial reports. Janet Plant recognized a \$10,000 individual contribution that was made earlier this year. Mr. Oliver acknowledged that the COA is in very good financial condition. There were many improvements made to the Senior Center prior to re-opening and COA contributed to some of the expenses.

b. Liaison Reports

1. Housing Liaison

Bob Cottle reported that the COA Ad Hoc Housing Committee's recommendation was made to the City Council. He encouraged anyone interested in living at Vintage Sycamore apartments on Sycamore Drive and Los Angeles Avenue to contact Vintage Sycamore as units are filling up quickly.

2. Community Senior Needs Assessment Ad Hoc Committee

Jeanie Mortensen reported that the COA Executive Board received the revised survey this week. The survey has been shortened and once any additional suggestions are received, the survey will go to the City Attorney's office for final review.

3. Simi Valley Street Fair

Bill Oliver reported that the event was a success and well-attended. He thanked all the volunteers and staff who provided support for the

Senior Center/COA booth. Approximately 250 promotional giveaway items were distributed, many people picked up information about the COA, and several people offered to volunteer. Mr. Oliver stated he was impressed by how well the event was managed.

4. COA Executive Board Recruitment

Pete Stong reported that the committee received four applications and the deadline has been extended to December 3, 2021 to allow additional people to apply. There are five open seats to be filled and there will be an orientation for applicants in December. He explained the length of the Board terms and member responsibilities.

5. Wayne Templeton Volunteer of the Year Award

Ed Mazeika said the Wayne Templeton Award is given to a volunteer who has made significant contributions to the Senior Center and nominations will be accepted until December 3, 2021.

6. Financial Abuse Specialist Team (FAST)

Carol Martin reported that there was a presentation from the United States Postal Service (USPS) at its last meeting to explain what the USPS does to help fight financial abuse. She also distributed financial abuse information at the Street Fair.

c. Representative Report

1. VCAAA Representative – No report.

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.

Ed Tingstrom moved to discuss the amount to spend on the award and the motion was seconded by Suzanne Robertson.

Robert Martin explained some of the options the committee has suggested: planting a tree with a plaque, a rock garden, and an engraved bench. He also recommended that the expenditure be set as a not-to-exceed amount. After discussion, Ed Tingstrom rescinded his original motion and made a new motion to establish an ad hoc committee to evaluate ways to recognize

former volunteers and establish a not-to-exceed cost. Pete Stong seconded the motion. There was no further discussion.

Audience: 10 Ayes; 0 Nays; 0 Abstentions

Board 7 Ayes; 0 Nays; 0 Abstentions

Motion passed.

Ed was appointed to serve as Chairman, and Pete Stong and Janet Plant volunteered to serve as committee members.

14. Announcements of Upcoming COA/Senior Center Events/Programs
 - a. Wayne Templeton Volunteer of the Year Nominations, October 1 to December 3, 2021
 - b. COA Executive Board applications are due December 3, 2021.
 - c. Thanksgiving Eve Dinner Drive-through Event, Wednesday, November 24, 2021, 4:30, 5:30, and 6:30 p.m. Tickets are sold out. Sponsored by the COA and Rotary Club of Simi Sunrise.
15. Suggested agenda items for the COA Meeting on Monday, December 13, 2021
None.
16. Adjournment
By consensus of the Executive Board, the meeting was adjourned at 1:46 pm.

CITY OF SIMI VALLEY • MEMORANDUM

DATE: December 13, 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 November 2021 and Year-to-date (YTD).

In November, the COA received no contributions in support of its programs and incurred expenses in the amount of \$307.68.

November 1, 2021 to November 30, 2021 - Profit & Loss:

REVENUES:	\$ 0.00
EXPENDITURES:	<u>\$ 307.68</u>
NET INCOME	\$ (307.68)

July 2021 to November 30, 2021 - YTD Profit & Loss:

REVENUES:	\$18,963.10
EXPENDITURES:	<u>\$ 6,877.23</u>
NET INCOME:	\$12,085.87

December 2, 2021 - BALANCE SHEET:

The December 2, 2021 Balance Sheet shows the COA's financial solvency with \$505,217.97 in assets and no liabilities.

Staff and the COA Treasurer will be available to answer any questions at the December 13, 2021 meeting.

Simi Valley Council On Aging
Profit & Loss
November 2021

Agenda Item
No. 11.a.1.

	<u>Nov 21</u>
Expense	
8100 · Operating Expenses	
8125 · Video Rentals	64.68
Total 8100 · Operating Expenses	<u>64.68</u>
8500 · Program Expenses	
8510 · Supplies	133.00
8580 · Musicians & Bands	110.00
Total 8500 · Program Expenses	<u>243.00</u>
Total Expense	<u>307.68</u>
Net Income	<u><u>-307.68</u></u>

Simi Valley Council On Aging
Profit & Loss
 July through November 2021

Agenda Item No. 11.a.1.
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	Jul - Nov 21
Income	
4 · Contributed Support	
4010 · Individual Contribution	10,015.00
4015 · Business Contribution	5.00
4020 · Designated Contribution	308.05
	10,328.05
Total 4 · Contributed Support	10,328.05
5 · Earned Revenues	
5310 · Investment - Interest Gains	789.05
5560 · Ticket Sales	5,021.00
5580 · Table Reservations	2,825.00
	8,635.05
Total 5 · Earned Revenues	8,635.05
Total Income	18,963.10
Gross Profit	18,963.10
Expense	
8100 · Operating Expenses	
8115 · Investment - Int. Loss/Charges	681.21
8125 · Video Rentals	64.68
8160 · Equipment/Software Maintenance	2,484.94
8165 · Equipment/Software Purchase	1,881.12
	5,111.95
Total 8100 · Operating Expenses	5,111.95
8500 · Program Expenses	
8510 · Supplies	467.88
8512 · Food	362.40
8545 · Mileage	450.00
8580 · Musicians & Bands	385.00
8590 · Special Expenses	100.00
	1,765.28
Total 8500 · Program Expenses	1,765.28
Total Expense	6,877.23
Net Income	12,085.87

Simi Valley Council On Aging
Balance Sheet
 As of December 2, 2021

Agenda Item No. 11.a.1.

	Dec 2, 21
ASSETS	
Current Assets	
Checking/Savings	
1105 · U.S. Bank Savings (1105)	235,427.93
5601 · U.S. Bank Checking (5601)	241,594.29
Total Checking/Savings	477,022.22
Total Current Assets	477,022.22
Other Assets	
9601 · VCCF Endowment Fund	28,195.75
Total Other Assets	28,195.75
TOTAL ASSETS	505,217.97
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	390,734.23
32000 · Unrestricted Net Assets	103,893.93
Net Income	10,589.81
Total Equity	505,217.97
TOTAL LIABILITIES & EQUITY	505,217.97

CITY OF SIMI VALLEY • MEMORANDUM

DATE: December 13, 2021

TO: Simi Valley Council On Aging

FROM: Robert Martin, Assistant Community Services Manager

SUBJECT: DISCUSSION/ACTION ON A REQUEST FROM THE COUNCIL ON AGING AD HOC COMMITTEE TO ALLOCATE FUNDING TO MEMORIALIZE FORMER VOLUNTEERS AND CONSIDER ELIGIBILITY CRITERIA FOR MEMORIAL WALL

On November 8, 2021, the Council On Aging (COA) Executive Board formed an Ad Hoc committee to review how former COA Board members or Senior Center volunteers who have passed away can be memorialized at the Senior Center. The committee considered various options, and after discussion with staff, the committee is proposing that the COA create a memorial wall for those who have made an impact to the COA and Senior Center, and subsidize the cost of the plaque to be placed on the memorial wall. Committee members also propose that the following process and criteria be adopted in perpetuity and be followed when adding names to the memorial wall.

To qualify, all nominated candidates to be memorialized will be:

- Reviewed and approved by the COA Executive Board at a regular COA meeting;
- 60 years of age or older at the time of their passing;
- A City of Simi Valley resident;
- Someone who provided impactful service or contributions to the COA or Senior Center;
- Approved at the discretion of the current COA Executive Board.

The committee has received a cost estimate of \$80.00 for a 5" x 7" AcrylaStone plaque and recommends that the COA approve a cost not to exceed \$100.00 for each memorial plaque approved by the COA Executive Board. The cost shall include the plaque, engraving and taxes. The committee will work with staff to prepare a pre-designated wall space and use Community Outreach expenditure account 8535 (Community/Club Support), to subsidize costs associated with the preparation of the wall.

The COA Treasurer has confirmed that the COA does have the reserves to fund this request. Should this request be approved, a budget amendment to the COA's Community Outreach expenditure account 8590 (Special Expenses) would need to be increased by the approved amount.

Prepared by: Robert Martin, Assistant Community Services Manager

CITY OF SIMI VALLEY • MEMORANDUM

DATE: December 13, 2021

TO: Simi Valley Council On Aging

FROM: Robert Martin, Assistant Community Services Manager

SUBJECT: DISCUSSION/ACTION ON A REQUEST TO ALLOCATE FUNDING TO INSTALL LIGHTING IN THE SENIOR CENTER PATIO

Staff has received several requests to provide lighting in the patio in order to expand evening programming and to provide a space where visitors are allowed to remove their masks. For example, exercise class instructors have petitioned to install lights in the patio in order to have evening outdoor exercise classes, in lieu of indoor classes that require the use of a mask.

Several years ago, the patio lighting was eliminated when the partial covering was removed due to safety concerns. Therefore, the patio can only be used during daytime hours when lighting is sufficient to ensure visitor safety. Installing lights in the patio would allow for evening programming to resume.

Staff received an estimate to replace the patio lighting at a cost of approximately \$10,000. This included cabling to suspend the lights, LED lights, wall packs and dimmer switches, and labor and materials. As such, staff is requesting that the Council On Aging (COA) consider allocating funding for this project in the amount up to, but not to exceed, \$10,000. Should this request be approved, staff will solicit a cost estimate from an approved contractor and proceed with the project.

The COA Treasurer has confirmed that the COA has reserves to fund this request. Should this request be approved, a budget amendment to the COA's Equipment expenditure account 8590 (Special Expenses) would need to be increased by the approved amount.

Prepared by: Robert Martin, Assistant Community Services Manager