



Simi Valley Council On Aging (COA) Meeting

Monday, March 13, 2023

1:30 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 (Carol Martin)
6. City Representative Reports
 - a. City Council (Mike Judge and/or Elaine Litster)
 - b. City Manager's Office (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
 - a. COA Preliminary Budget for Fiscal Year 2023-24 presentation (Jeanie Mortensen)
10. Appointments
 - a. Appointment of Community Projects Grant Representative
11. Officer, Liaison, Representative, and Ad Hoc Committee Reports
 - a. Officer Reports
 1. Recording Secretary (Marie Hall)
 2. Corresponding Secretary (Janet Plant)
 3. Treasurer (Jeanie Mortensen, see attached)
 - b. Liaison Reports
 1. Housing Liaison (Bob Cottle)
 2. Senior Share Liaison (Jeanie Mortensen)
 3. Financial Abuse Specialist Team (FAST) Liaison (Carol Martin)

Council On Aging Mission Statement

The mission of the Simi Valley Council On Aging is to identify and serve the needs of Simi Valley seniors through the advocacy, development, support, funding and implementation of programs, events and services that provide seniors with maximum independence, safety, security, health and quality of life. Revised 6/13/2022

- c. COA – Representative Report
 - 1. VCAAA Representatives (Marietta Sperry and Janet Plant)
- d. Ad Hoc Committees
 - 1. Community Senior Needs Assessment (Jeanie Mortensen)
 - 2. COA Dance Committee (Jean Cecil and Theresa Lewis)
 - 3. Bingo Bonanza Committee (Ted Andrews)
 - 4. Wellness Expo Committee (Pete Stong)
 - 5. Marketing Review Committee (Bill Oliver)
- 12. Continued Business – None
- 13. New Business
 - a. Open election by the COA general membership to recommend a candidate for the vacant COA Executive Board position
 - b. Discussion/Action on a recommendation to the City Council to appoint the COA Executive Board candidate elected by the general membership to fill a vacant position
- 14. Announcements of Upcoming COA/Senior Center Events/Programs
 - a. Bingo Bonanza, April 8, 2023
 - b. Kiwanis Easter Sunrise Breakfast for Seniors, April 9, 2023
 - c. COA Dance, April 14, 2023
 - d. COA Wellness Expo, May 17, 2023
- 15. Suggested agenda items for the COA meeting on Monday, April 10, 2023
- 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 – Acting Council On Aging (COA) Chair Ted Andrews called the meeting to order at 1:02 p.m. Robert Martin led the Pledge of Allegiance.
2. Roll Call – Marie Hale called Roll Call. Members present were Ted Andrews, Marie Hale, Carol Martin, Jeanie Mortensen (arrived at Agenda Item 4.), Janet Plant, Pat Kaufman, Jeanne Schomaker, and Pete Stong. Marie Hale 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 – Carol Martin moved to approve the minutes of the meeting on January 9, 2023, and Jeanne Schomaker seconded the motion. The motion passed unanimously.
5. Report of Acting Chair - No report.
6. Representative Reports
 - a. City Council

Mayor Pro Tem Mike Judge congratulated the newly appointed COA Executive Board members for their willingness to serve. Grant funding for a patio cover and upgrades to the bathrooms at the Senior Center has been approved. He also verified that Amazon Fresh is in the process of remodeling the former Bed, Bath and Beyond site on Tapo Canyon Road. Although an opening date has not been announced, it is expected to open in early 2024. He also verified that an ACE Hardware store will go into the old Cost Plus building at the corner of Tapo Canyon Road and Alamo Street. He added that the industrial/retail spaces in Simi Valley have very low vacancy rates and the City anticipates new companies coming to Simi Valley in the future.

City Council Member Elaine Litster stated that the City Council will be reviewing the City's Code of Ethics and discussing the rules for non-profit events at the February 13, 2023, City Council meeting. She stated that Simi at the Garden is looking for volunteers for upcoming volunteer days. More information is available at www.justserve.org. She wished everyone a Happy Valentine's Day.

- b. City Manager's Office - No report.

c. Senior Center

Community Services Manager Angel Sierra reiterated that grant funding was approved to build a shelter over the patio and to make improvements to restrooms at the Senior Center. A Request for Proposal has been sent out for architectural design services for the restroom upgrades. The patio project could take as long as two years to complete. The Multipurpose Room will be closed for repairs from March 6 through March 17, 2023, during which time lunch will be served in Classrooms 106 and 107. Activities may be temporarily impacted, but the staff is working to provide acceptable alternatives to avoid cancellations.

7. Presentations – None.

8. Public Statements

Simi Valley Library representative Stephanie Erbe announced that the “Read Across America” event will occur on February 25, 2023, from 10:00 a.m. to 1:00 p.m. There will be arts and crafts and two actors from the television show “Little House on the Prairie” will be in attendance. There will be a Master Gardener presentation on March 1, 2023, at 6:30 p.m.

9. Informational Presentations – None.

10. Appointments

a. Election of COA Executive Board Chair

Peter Stong nominated Carol Martin and Jeanne Schomaker seconded the nomination. Peter Stong was also nominated but did not accept the nomination. There were no other nominations and nominations were closed.

Executive Board Vote 8 Ayes 0 Nays 0 Abstentions

Motion passed. Acting Chair Ted Andrews turned the gavel over to the new Chair Carol Martin for the remainder of the meeting.

b. Election of COA Executive Board Officers

Vice Chair

Janet Plant nominated Pete Stong and Vice Chair Ted Andrews seconded the nomination. There were no other nominations and nominations were closed.

Executive Board Vote 8 Ayes 0 Nays 0 Abstentions

Appointment was approved unanimously by the Executive Board.

Recording Secretary

Carol Martin nominated Marie Hale as Recording Secretary and Pete Stong seconded the nomination. There were no other nominations and nominations were closed.

Executive Board Vote 8 Ayes 0 Nays 0 Abstentions

Appointment was approved unanimously by the Executive Board.

Corresponding Secretary

Janet Plant self-nominated herself for Corresponding Secretary and Jeanie Mortensen seconded the nomination. There were no other nominations and nominations were closed.

Executive Board Vote 8 Ayes 0 Nays 0 Abstentions

Appointment was approved unanimously by the Executive Board.

Treasurer

Ted Andrews nominated Jeanie Mortensen as Treasurer and Marie Hale seconded the nomination. There were no other nominations and nominations were closed.

Executive Board Vote 8 Ayes 0 Nays 0 Abstentions

Appointment was approved unanimously by the Executive Board.

c. Appointment of 2023 COA Special Event Chairs

Carol Martin stated that there are two Special Event Committees that need Chairs. She called for volunteers from the Executive Board to fill those vacancies.

Janet Plant volunteered to chair the Stars and Stripes Ice Cream Social.

Pat Kaufman volunteered to chair the Arts and Crafts Fair.

Executive Board Vote 8 Ayes 0 Nays 0 Abstentions

Both appointments were approved unanimously by the Executive Board.

11. Officer, Liaison, and Representative Reports

a. Officer Reports

1. Recording Secretary - No report.

2. Corresponding Secretary

Ted Andrews sent three thank-you letters to individuals who made donations to the COA.

3. Treasurer

Jeanie Mortensen referred members to the Treasurer's reports and provided a brief update. She reminded the Board that the dates of the Profit and Loss reports now begin from the date of the last report to the staff deadline for the next report. For example, the first Profit and Loss report included in the agenda packet covers the period of December 22, 2022, to January 17, 2023.

Ms. Mortensen stated that the COA's financial situation is very strong at this point in the fiscal year and that the budget is on track.

b. Liaison Reports

1. Housing Liaison

Bob Cottle reported that the apartment complex project on the corner of Erringer Road and Heywood Street was approved by the City Council. The plan includes five affordable units, but they are not senior-only units.

2. Senior Nutrition Liaison

Ed Mazeika reported a total of 35,939 meals served by the Senior Nutrition program from July 1, 2022, through December 31, 2022. He stated there is an ongoing need for Meals On Wheels volunteer drivers. Volunteer drivers spend approximately two hours once a week delivering meals. There are currently nine routes that deliver hot meals and two routes that deliver frozen meals. He explained that seniors who have recurring medical appointments and cannot be home during delivery times could receive a weekly supply of frozen meals in lieu of hot meals.

3. Senior Share Liaison

Jeannie Mortensen reported that the number of grocery bags distributed has almost reached the maximum capacity of 140 participants. The program currently has 135 participants. She also reported that the COA received gift cards from the Vons/Albertsons Company. The gift cards will be used to purchase items needed that have not been donated.

4. Financial Abuse Specialist Team (FAST)

Carol Martin reported that the first educational lunchtime presentation was given on January 18, 2023. Future programs will be provided once a month during lunch at the Senior Center. She reported that several local seniors have been victims of online scams.

c. Representative Report

1. Ventura County Area Agency on Aging (VCAAA) Representative

Janet Plant provided a brief update of the VCAAA January 11, 2023 meeting. Ms. Plant indicated a few of the details were the appointment of Roger Horne, the new Public Information Officer for VCAAA. She also mentioned the desire of the VCAAA to focus on the "Live Well Magazine" and its excellent senior resources.

d. Ad Hoc Committees

1. Community Senior Needs Assessment

Jeanie Mortensen deferred to Angel Sierra who reported that the survey is complete, but there is an issue with the QR code. He stated he hoped the survey will launch next week. Jeanie Mortensen reported that two more tablets have been purchased for use by seniors at the Senior Center to participate in the survey.

2. COA Dance Committee Chairs - No report.

3. Furnishings Committee Report

Chair Pete Stong reported that he and Robert Martin assessed all the furniture at the Senior Center to determine the need for replacement. Angel Sierra added that most of the furniture is from 2006 and is due for replacement. The suggested budget to replace outdated chairs is \$35,000. A furnishings committee will be formed, and anyone interested in serving on the committee should contact Pete Stong. The committee will meet early this summer.

4. Marketing Review Committee

Chair Bill Oliver stated that the purpose of the committee was to “Enhance the Experience of Seniors” and the goal is to outreach to people who have never been to the Senior Center before. He then gave an overview of the memorandum in the agenda packet. The Marketing Review Committee recommends to allocate funds for the following items:

Develop a video marketing program	\$2,000
Provide free coffee concession service	\$3,000
Purchase of promotional items with COA branding	\$4,000

Discussion/Action will be addressed at agenda Item 13.a.

12. Continued Business – None.

13. New Business

- a. Discussion/Action on a recommendation to allocate an amount not to exceed \$9,000 for Fiscal Year 2022-23 and increase the COA marketing budget.

Motion made by Pete Stong and seconded by Janet Plant to allocate an amount not to exceed \$9,000 for Fiscal Year 2022-23 and increase the COA marketing budget.

Discussion and questions: Jeanie Mortensen brought up the question of a Street Fair being held in May and inquired whether additional promotional items, such as banners, should be added on top of the \$9,000.00 request. After further discussion regarding promotional needs, Peter Stong rescinded his motion.

Pete Stong then amended the original motion to allocate an amount not to exceed \$12,000 for Fiscal Year 2022-23 and increase the COA marketing budget. The motion was seconded by Janet Plant.

There was no further discussion and the amended motion was called to a vote.

Audience	7 Ayes	0 Nays	0 Abstentions
Executive Board	8 Ayes	0 Nays	0 Abstentions

Motion passed as amended.

- b. Discussion/Action on initiating a special election to fill one vacant Executive Board seat or leave the seat vacant.

Motion made by Pete Stong and seconded by Carol Martin to initiate a special election to fill one vacant Executive Board seat.

Audience	8 Ayes	1 Nay	0 Abstentions
----------	--------	-------	---------------

Executive Board	8 Ayes	0 Nays	0 Abstentions
-----------------	--------	--------	---------------

Motion passed.

- c. Discussion/Action to change the COA meeting start time for Monday, March 13, 2023, to 1:30 pm due to the room being used for lunch during the MPR repairs.

Motion made by Ted Andrews and seconded by Jeanne Schomaker to change the COA meeting start time for Monday, March 13, 2023, to 1:30 p.m.

Audience	9 Ayes	0 Nays	0 Abstentions
----------	--------	--------	---------------

Executive Board	8 Ayes	0 Nays	0 Abstentions
-----------------	--------	--------	---------------

Motion passed.

- d. Receive and file the 2023 Calendar of Important COA Events

Janet Plant moved to receive and file the 2023 Calendar of Important COA Events and Pat Kaufman seconded the motion.

Executive Board	8 Ayes	0 Nays	0 Abstentions
-----------------	--------	--------	---------------

Motion passed.

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

- a. COA Dance in March is canceled due to floor refinishing
- b. Bingo Bonanza, April 8, 2023

15. Suggested agenda items for the COA meeting on Monday, March 13, 2023

Jeanie Mortensen requested to give an overview of next year's COA budget. Pete Stong requested to give a Wellness Expo Committee report.

16. Adjournment

- a. By consensus of the Executive Board, the meeting was adjourned at 2:32 p.m.



MEMORANDUM

DATE: March 13, 2023
TO: Simi Valley Council on Aging
FROM: Jeanie Mortensen, Council On Aging Treasurer
SUBJECT: PROFIT AND LOSS AND BALANCE SHEET SUMMARY

The Profit and Loss (P&L) reports (attached) are a summary of the Council on Aging's (COA) total income and expenses for the period from January 18, 2023, to February 27, 2023, and Year-to-date (YTD).

During the current period, the COA received \$2,359.35 in contributions from various sources, including a \$150 donation from an individual, \$704 from the February Dance, \$605 from Friday Bingo, and an additional \$880 in ticket sales for April's Bingo Bonanza.

Also during this period, the COA incurred expenses in the amount of \$6,614.85 which included costs associated with the January and February dances, COA Bookkeeper services, meal site entertainment, name badges for new COA Executive board members, licensing fee for video rentals, food, supplies, mileage for the Senior Share program, supplies for congregate meals, sponsorship of the upcoming 50+ Community Games and the purchase of two iPads and cases.

January 18, 2023 to February 27, 2023 – Profit and Loss

REVENUES:	\$ 2,359.35
EXPENSES:	<u>\$ 6,614.85</u>
NET INCOME:	\$ (4,255.50)

July 1, 2022 to February 27, 2023 – YTD Profit & Loss:

REVENUES:	\$ 34,174.30
EXPENSES:	<u>\$ 43,517.42</u>
NET INCOME:	\$ (9,343.12)

February 27, 2023 – Balance Sheet:

The February 27, 2023, Balance Sheet (attached) shows the COA's financial solvency with \$478,087.93 in assets and no liabilities.

COA Treasurer and staff will be available to answer any questions at the March 13, 2023 meeting.

Simi Valley Council On Aging
Profit & Loss
January 18 through February 27, 2023

Jan 18 - Feb 27, 2023

Income

4 · Contributed Support

4010 · Individual Contribution 150.00

4020 · Designated Contribution 689.36

Total 4 · Contributed Support 839.36

5 · Earned Revenues

5310 · Investment - Interest Gains 19.99

5560 · Ticket Sales 1,500.00

Total 5 · Earned Revenues 1,519.99

Total Income

2,359.35

Gross Profit

2,359.35

Expense

7200 · Contract Services

7540 · Professional Services 360.00

Total 7200 · Contract Services 360.00

8100 · Operating Expenses

8110 · Supplies 148.65

8125 · Video Rentals 17.15

8130 · Membership Fees 303.05

8165 · Equipment Purchase 926.60

Total 8100 · Operating Expenses 1,395.45

8500 · Program Expenses

8510 · Supplies 550.09

8512 · Food 2,029.31

8520 · Advertising 75.00

8535 · Community/Club Support 500.00

8545 · Mileage 60.00

8580 · Musicians & Bands 1,595.00

8590 · Special Expenses 50.00

Total 8500 · Program Expenses 4,859.40

Total Expense

6,614.85

Net Income

-4,255.50

Simi Valley Council On Aging
Profit & Loss (YTD)
July 1, 2022 through February 27, 2023

Agenda Item
No. 11.a.3.

	<u>Jul 1, '22 - Feb 27, 23</u>
Income	
4 · Contributed Support	
4010 · Individual Contribution	9,145.00
4020 · Designated Contribution	2,928.36
Total 4 · Contributed Support	<u>12,073.36</u>
5 · Earned Revenues	
5310 · Investment - Interest Gains	3,126.38
5490 · Miscellaneous Revenue	1,035.00
5560 · Ticket Sales	13,803.56
5570 · Sales	1,256.00
5580 · Table Reservations	2,880.00
Total 5 · Earned Revenues	<u>22,100.94</u>
Total Income	<u>34,174.30</u>
Gross Profit	34,174.30
Expense	
7200 · Contract Services	
7540 · Professional Services	2,196.00
Total 7200 · Contract Services	<u>2,196.00</u>
8100 · Operating Expenses	
8110 · Supplies	608.11
8125 · Video Rentals	120.05
8130 · Membership Fees	303.05
8135 · Investment - Int. Loss/Charges	3,205.21
8160 · Equipment Maintenance	450.00
8165 · Equipment Purchase	17,392.55
Total 8100 · Operating Expenses	<u>22,078.97</u>
8500 · Program Expenses	
8510 · Supplies	2,913.76
8512 · Food	4,002.03
8520 · Advertising	85.00
8535 · Community/Club Support	1,301.30
8545 · Mileage	420.00
8560 · Prizes	1,729.00
8580 · Musicians & Bands	5,600.00
8590 · Special Expenses	3,191.36
Total 8500 · Program Expenses	<u>19,242.45</u>
Total Expense	<u>43,517.42</u>
Net Income	<u>-9,343.12</u>

Simi Valley Council On Aging
Balance Sheet
As of February 27, 2023

Feb 27, 23

ASSETS

Current Assets

Checking/Savings

1105 · U.S. Bank Savings (1105) 235,460.55

5601 · U.S. Bank Checking (5601) 217,672.89

Total Checking/Savings 453,133.44

Total Current Assets 453,133.44

Other Assets

9601 · VCCF Endowment Fund 24,954.49

Total Other Assets 24,954.49

TOTAL ASSETS 478,087.93

LIABILITIES & EQUITY

Equity

30000 · Opening Balance Equity 390,734.23

32000 · Unrestricted Net Assets 96,696.82

Net Income -9,343.12

Total Equity 478,087.93

TOTAL LIABILITIES & EQUITY 478,087.93

CITY OF SIMI VALLEY • MEMORANDUM

DATE: March 13, 2023

TO: Simi Valley Council On Aging

FROM: Robert Martin, Assistant Community Services Manager

SUBJECT: OPEN ELECTION BY THE COUNCIL ON AGING (COA) GENERAL MEMBERSHIP TO RECOMMEND A CANDIDATE FOR THE VACANT COA EXECUTIVE BOARD POSITION

On October 10, 2022, staff received a notice of resignation from a sitting COA Executive Board Member, effective January 31, 2023. This resignation reduces the COA's Executive Board to eight (8) members. Per Article III. Section 3. A. of the COA By-laws, "The Executive Board shall consist of a minimum of seven (7) members, with a maximum of nine (9) members".

At the February 13, 2023, COA meeting, the COA Executive Board elected to initiate a recruitment to fill the vacant Executive Board seat. A notice inviting interested and eligible candidates to apply was released on February 14, 2023, with an application deadline of March 3, 2023. Should the COA receive interest from eligible candidates, the COA will vote to recommend the appointment of the elected candidate to the City Council.

Staff will be available to answer any questions at the March 13, 2023, meeting.