



Simi Valley Council On Aging (COA) Meeting

Monday, May 8, 2023

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 (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. Introduction of Ventura County Area Agency on Aging Advisory Council Representative Candidates
10. Appointments – None
11. Officer, Liaison, Representative and Ad Hoc Committee Reports
 - a. Officer Reports
 1. Recording Secretary (Marie Hale)
 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)
 - c. COA - Representative Report
 1. VCAAA Representative (Marietta Sperry and Janet Plant)

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

- d. Ad Hoc Committees
 - 1. Community Senior Needs Assessment (Jeanie Mortensen)
 - 2. COA Dance Committee Chair (Jean Cecil)
 - 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. Discussion/Action on a Recommendation to the City Council to Appoint the Council On Aging’s Ventura County Area Agency on Aging Advisory Council Representative
- 14. Announcements of Upcoming COA/Senior Center Events/Programs
 - 1. Older Americans Month Celebration, May 11, 2023
 - 2. Keller Williams Red Day Food Drive, May 11, 2023
 - 3. COA Dance Friday, May 12, 2023
 - 4. COA Wellness Expo, May 17, 2023
 - 5. COA Dance Friday, June 9, 2023
- 15. Suggested agenda items for the COA meeting on Monday, June 12, 2023, at 1:00 p.m.
- 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. Council On Aging Chair Carol Martin 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, Al Brown, Marie Hale, Carol Martin, Jeanie Mortensen, Janet Plant, Jeanne Schomaker, and Pete Stong. Pat Kaufman was excused. 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 – Janet Plant moved to approve the minutes of the meeting on March 13, 2023, and Jeanne Schomaker seconded the motion. The motion passed unanimously.
5. Report of Council On Aging (COA) Chair

Carol Martin welcomed new Executive Board member Al Brown and thanked the Bingo Bonanza committee for a successful event.

6. Representative Reports

a. City Council

Mayor Pro Tem Mike Judge indicated that the city employee group contracts have been negotiated and City Council will consider approving them at the April 10, 2023, City Council meeting. He also indicated there was interest by the IHOP Corporation to return to Simi Valley, possibly to the former Coco's restaurant location on Los Angeles Avenue. Dutch Brothers Coffee will be coming to Simi Valley in the near future and remodeling at the Amazon Fresh location is nearing completion.

City Council Member Elaine Litster reported that the City Council approved the one million dollar grant so the Senior Center patio cover project can move forward. She also attended the Simi Valley Youth Council talent show where the overall winner was a talented 10-year-old singer who sang "Fly Me to the Moon".

b. City Manager's Office – No report.

c. Senior Center

Community Services Manager Angel Sierra reported that the Senior Needs survey is still available. More advertising will be done to increase participation. Paper copies are available at the Senior Center desk and help is available to assist with completion. However, Mr. Sierra encouraged everyone to use the online version. He then deferred to staff members Robert Martin and Raquel Wirth for reports.

Robert Martin reported that the Easter Breakfast sponsored by the Simi Valley Kiwanis Club was very successful. Approximately 230 guests participated. Mr. Martin also thanked the Kiwanis volunteers for their friendly and helpful work.

Raquel Wirth reported that the 2023 Simi Valley City Volunteer of the Year was Jeanie Mortensen who will be recognized at the City Council meeting that night. Ms. Mortensen was chosen by Executive staff from all City departments for her exceptional volunteer service on the COA Executive Board as Treasurer and as the Senior Share Program Coordinator.

7. Presentations – None.

8. Public Statements

Stephanie Erbe with the Simi Valley Public Library announced two events at the Library. A Cyber Security workshop will be held on Thursday, April 13, 2023, and on May 4, 2023, another Master Gardener class will be held. This session will be on lawn alternatives.

9. Informational Presentations – None.

10. Appointments

a. Appointment of a COA 50-Year Celebration Ad Hoc Committee Chair

Angel Sierra stated that the anniversary date for the Simi Valley COA is January 19, 1974. Janet Plant self-nominated herself and Pete Stong as Co-chairs for the committee, and both accepted the nomination. There were no other nominations.

Executive Board vote 8 Ayes 0 Nays 0 Abstentions

Janet Plant and Pete Stong were appointed as Co-chairs.

11. Officer, Liaison, and Representative Reports

a. Officer Reports

1. Recording Secretary – No report.
2. Corresponding Secretary - No report.
3. Treasurer

Jeanie Mortensen referred members to the Treasurer's reports and gave a brief update on the Profit and Loss reports and the Balance Sheet. She noted that the amount on the Balance Sheet under Liabilities is for credit card charges that have not yet been paid.

b. Liaison Reports

1. Housing Liaison

Bob Cottle reported that the housing project on Tapo Street and Cochran Street is close to breaking ground. This project will have affordable units that are not for seniors exclusively but are available to seniors. He said he will inform the COA members when the wait list becomes available.

2. Senior Share Liaison

Jeanie Mortensen reported that the distribution number has reached 137 participants, which is near the program's maximum capacity of 140. She thanked Vons Markets and Grocery Outlet Bargain Market for their continued support of food donations.

3. Financial Abuse Specialist Team (FAST)

Carol Martin reported that she will give a presentation on "Phishing Scams" on April 12, 2023, at 12:00 p.m. in the lunch room. Presentations are planned for the third Wednesday of each month during lunch.

c. Representative Report

1. VCAAA Representative

Janet Plant reported that VCAAA Advisory Council does not meet in April so she will give her next report in May.

d. Ad Hoc Committees

1. Community Senior Needs Assessment

Jeanie Mortensen reported that the Senior Needs Assessment survey postcards have been mailed out. Volunteers at the Senior Center will begin assisting seniors in completing the onsite surveys. Paper copies will be available at the main desk and can also be requested by mail. The survey will be available through April and possibly into May, depending on the number of submissions that are received.

2. COA Dance Committee Chair

Jean Cecil reported that the next dance will be Friday, April 14, 2023. Dance lessons are available from 6:30 p.m. to 7:30 p.m. The dance includes drinks, snacks, and a 50/50 raffle, and admission is \$10.00.

3. Bingo Bonanza Committee

Ted Andrews reported that the Bingo Bonanza was a success. Pre-sale tickets totaled 100 with 9 additional tickets sold at the door. Ted indicated that they had a wonderful group of volunteers including some volunteers from St. Peter Claver Church.

4. Wellness Expo Committee

Pete Stong reported that 58 vendors signed up so far for the event. At least three health screenings will be available to attendees. He predicts there will be around \$10,000 to \$11,000 raised from the event. Mr. Stong also thanked his committee volunteers.

5. Marketing Review Committee

Bill Oliver reported that the complimentary coffee program at the Senior Center should be up and running by next week. The COA marketing video has been created and has been sent back to the video creator with suggestions for some rewrites. The committee is still deciding on what to purchase for promotional giveaways.

12. Continued Business – None.

13. New Business

- a. Discussion/Action on a request from the Ad Hoc Finance Committee to approve the proposed Council On Aging Budget for Fiscal Year 2023-24

Jeanie Mortensen presented a comprehensive written report and graphs for the proposed Council On Aging Budget for Fiscal Year 2023-24. She included funding for upgrades to the Senior Center and programs. The furniture line item was increased from \$35,000 to \$40,000 due to increased cost estimates. The budget also includes an item to improve the lunch experience by adding some décor and to celebrate special events with cakes, etc. Motion made by Jeanie Mortensen and seconded by Ted Andrews to approve the Council On Aging Budget for Fiscal Year 2023-24.

Audience vote 6 Ayes 0 Nays 0 Abstentions

Executive Board 8 Ayes 0 Nays 0 Abstentions

Motion passed.

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

- a. Ventura County Area Agency on Aging Advisory Committee Representative Recruitment, April 10, 2023, to May 5, 2023
- b. COA Dance, Friday, April 14, 2023
- c. 50+ Community Games, May 3, 2023
- d. Older Americans Month Celebration, May 11, 2023
- e. COA Dance, Friday, May 12, 2023
- f. COA Wellness Expo, May 17, 2023

15. Suggested agenda items for the COA meeting on Monday, May 8, 2023

No suggested items.

16. Adjournment

- a. By consensus of the Executive Board, the meeting was adjourned at 1:35 p.m.



MEMORANDUM

DATE: May 8, 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 March 22, 2023 to April 18, 2023 and Year-to-date (YTD).

During the current period, the COA received \$10,623.81 in contributions from various sources, including \$382.75 from Friday Bingo, \$2,562 in ticket and miscellaneous sales for Bingo Bonanza, \$6,525 in table reservations for the Wellness Expo, \$816 in proceeds from the April COA Dance, \$320 in donations from individuals, and \$18.06 in interest gains.

The COA incurred expenses in the amount of \$10,046.67, which included the purchase of additional keys for the van, coffee concessions, Bingo Bonanza prizes and food, video and promotional items for the marketing initiative, COA Bookkeeper services, meal site entertainment, and food and supplies for the Senior Share program.

March 22, 2023 to April 18, 2023 – Profit and Loss

REVENUES:	\$ 10,623.81
EXPENSES:	<u>\$ 10,046.67</u>
NET INCOME:	\$ 577.14

July 1, 2022 to April 18, 2023 – YTD Profit & Loss:

REVENUES:	\$ 48,787.15
EXPENSES:	<u>\$ 55,445.57</u>
NET INCOME:	\$ (6,658.42)

April 18, 2023 – Balance Sheet:

The April 18, 2023 Balance Sheet (attached) shows the COA's financial solvency with \$486,972.78 in assets and \$6,200.15 in liabilities. The liability is Accounts Payable that reflects the amount owed to Farmer Brothers for coffee that requires payment, as well as expenses paid for with the COA purchasing card. The purchasing card expenses will be paid when the bank statement is received. All expenses are included in the Profit and Loss reports.

COA Treasurer and staff will be available to answer any questions at the May 8, 2023 meeting.

3:35 PM
04/18/23
Accrual Basis

Simi Valley Council On Aging
Profit & Loss
March 22 through April 18, 2023

	<u>Mar 22, 2023 to</u> <u>Apr 18, 2023</u>
Income	
4 · Contributed Support	
4010 · Individual Contribution	320.00
4020 · Designated Contribution	328.75
Total 4 · Contributed Support	<u>648.75</u>
5 · Earned Revenues	
5310 · Investment - Interest Gains	18.06
5490 · Miscellaneous Revenue	522.00
5560 · Ticket Sales	2,910.00
5580 · Table Reservations	6,525.00
Total 5 · Earned Revenues	<u>9,975.06</u>
Total Income	<u>10,623.81</u>
Gross Profit	10,623.81
Expense	
7200 · Contract Services	
7540 · Professional Services	830.00
Total 7200 · Contract Services	<u>830.00</u>
8100 · Operating Expenses	
8110 · Supplies	1,803.09
8120 · Advertising	150.00
8165 · Equipment Purchase	105.42
Total 8100 · Operating Expenses	<u>2,058.51</u>
8500 · Program Expenses	
8510 · Supplies	2,702.97
8512 · Food	1,687.19
8560 · Prizes	1,778.00
8580 · Musicians & Bands	990.00
8590 · Special Expenses	
Total 8500 · Program Expenses	<u>7,158.16</u>
Total Expense	<u>10,046.67</u>
Net Income	<u>577.14</u>

3:37 PM
04/18/23
Accrual Basis

Simi Valley Council On Aging
Profit & Loss
July 1, 2022 through April 18, 2023

	<i>Jul 1, 2022 to Apr 18, 2023</i>
Income	
4 · Contributed Support	
4010 · Individual Contribution	9,965.00
4020 · Designated Contribution	3,511.16
Total 4 · Contributed Support	13,476.16
5 · Earned Revenues	
5310 · Investment - Interest Gains	3,164.43
5490 · Miscellaneous Revenue	1,557.00
5560 · Ticket Sales	18,153.56
5570 · Sales	1,256.00
5580 · Table Reservations	11,180.00
Total 5 · Earned Revenues	35,310.99
Total Income	48,787.15
Gross Profit	48,787.15
Expense	
66900 · Reconciliation Discrepancies	-2,307.85
7200 · Contract Services	
7540 · Professional Services	3,326.00
Total 7200 · Contract Services	3,326.00
8100 · Operating Expenses	
8110 · Supplies	2,477.67
8120 · Advertising	150.00
8125 · Video Rentals	154.35
8130 · Membership Fees	303.05
8135 · Investment - Int. Loss/Charges	3,205.21
8140 · Software License/Maintenance	1,515.00
8160 · Equipment Maintenance	450.00
8165 · Equipment Purchase	19,152.40
Total 8100 · Operating Expenses	27,407.68
8500 · Program Expenses	
8510 · Supplies	5,796.68
8512 · Food	6,058.40
8520 · Advertising	10.00
8535 · Community/Club Support	1,301.30
8545 · Mileage	445.00
8560 · Prizes	3,507.00
8580 · Musicians & Bands	6,685.00
8590 · Special Expenses	3,216.36
Total 8500 · Program Expenses	27,019.74
Total Expense	55,445.57
Net Income	-6,658.42

3:39 PM
04/18/23
Accrual Basis

Simi Valley Council On Aging
Balance Sheet
As of April 18, 2023

Apr 18, 2023

ASSETS

Current Assets

 Checking/Savings

 1105 · U.S. Bank Savings (1105) 235,498.60

 5601 · U.S. Bank Checking (5601) 226,519.69

 Total Checking/Savings 462,018.29

Total Current Assets 462,018.29

Other Assets

 9601 · VCCF Endowment Fund 24,954.49

Total Other Assets 24,954.49

TOTAL ASSETS **486,972.78**

LIABILITIES & EQUITY

Liabilities

 Current Liabilities

 Accounts Payable

 20000 · Accounts Payable 6,200.15

 Total Accounts Payable 6,200.15

 Total Current Liabilities 6,200.15

Total Liabilities 6,200.15

Equity

 30000 · Opening Balance Equity 390,734.23

 32000 · Unrestricted Net Assets 96,696.82

 Net Income -6,658.42

Total Equity 480,772.63

TOTAL LIABILITIES & EQUITY **486,972.78**