



Simi Valley Council On Aging

3900 Avenida Simi, Simi Valley, CA 93063 Phone: 805.583.6041 Fax: 805.583.7921

Simi Valley Council On Aging (COA) Meeting

Monday, June 12, 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. Independent Living Resource Center: Transitions and Public Health Overview (Stephanie Jacobs)
10. Appointments
 - a. Appointment of the COA Executive Board Nominating Committee Chair
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)

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. Dance Committee Chair (Jean Cecil)
 - 3. Bingo Bonanza Chair (Ted Andrews)
 - 4. Wellness Expo Chair (Pete Stong)
 - 5. 50th Anniversary Co-chairs (Pete Stong and Janet Plant)
 - 6. Stars and Stripes Ice Cream Social Chair (Janet Plant)
 - 7. Marketing Review Committee Chair (Bill Oliver)
 - 8. Arts and Craft Fair Chair (Bill Oliver)

12. Continued Business – None

13. New Business

- a. Discussion/Action on a recommendation to approve \$5,000 for use by the COA's 50th Anniversary Ad Hoc Committee and approval to carry over any unencumbered funds to the Fiscal Year 2023-24 budget.
- b. Discussion/Action on a recommendation to the City Council to approve the COA's 50th Anniversary logo.
- c. Discussion/Action on initiating a special election to fill a vacated Executive Board seat or leave the seat vacant.
- d. 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 to fill a vacancy.
- e. Discussion/Action on approving the COA Treasurer to research and select a credit card processing service for use by the COA and work with City staff to initiate service.

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

- 1. COA Stars & Stripes Ice Cream Social Saturday, July 8, 2023
- 2. COA Dance Friday, July 14, August 11, and September 8, 2023
- 3. COA Bingo Bonanza Saturday, September 23, 2023
- 4. COA Executive Board Meetings "Dark" in July and August

15. Suggested agenda items for the COA meeting on Monday, September 11, 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 Al Brown, Marie Hale, Carol Martin, Janet Plant, Jeanne Schomaker, and Pete Stong. Ted Andrews and Jeanie Mortensen were excused. Pat Kaufman was absent. Marie Hale verified there was a quorum present.
3. Agenda Review – Carol Martin added the following to the agenda: 11.d.6 – COA 50th Anniversary Celebration Committee (Pete Stong and Janet Plant). By consensus of the Executive Board, the agenda was approved as amended.
4. Approval of Minutes - Al Brown moved to approve the minutes of the meeting on April 10, 2023, and Janet Plant seconded the motion. The motion passed unanimously.
5. Report of Council On Aging Chair

Chair Carol Martin presented the resolution from the City Council proclaiming the month of May to be Older American Month. She also spent time shadowing the front desk activities at the Senior Center and acknowledged the vast amount of knowledge on services and activities that the volunteers and staff were able to give to visitors.

6. Representative Reports
 - a. City Council

Mayor Pro Tem Mike Judge provided updates on some of the new and expanded business proposals for the city. IHOP is planning to return to Simi Valley in the former Coco's building. Dutch Bros. Coffee will locate near the Stater Bros. market. Costco will be expanding its fuel delivery area. He also provided the City's Pothole hotline – (805) 583-6400. He encouraged the public to use the hotline as city workers cannot monitor every street in the city. Mayor Pro Tem Judge also provided the phone number for the Graffiti hotline – (805) 583-6444.

City Council Member Elaine Litster reminded the audience that if graffiti is on private property, permission from the property owner is required before clean-up can be done. She also announced that Habitat for Humanity is building on the empty lot next to the Senior Center on Avenida Simi. The plan is to build ten 3 bedroom/3 bath homes that will be eligible for those

persons whose income is 40 to 60 percent of the AMI of the area. No schedule or further qualifications were given for the build.

The recent Simi Valley “homeless count” results were 150 homeless persons. This represents a 6.4% increase over the last count. Ms. Litster reported that a new “transit center” is being developed at the present bus stop near the Senior Center with a turnout for the buses.

- b. City Manager’s Office - No report.
- c. Senior Center – Community Services Manager Angel Sierra had no report except to announce that the COA’s 50th Anniversary committee has begun planning events for 2024.

7. Presentations – None.

8. Public Statements

Stephanie Erbe with the Simi Valley Public Library announced three upcoming events at the Library. The first event is a series of adult craft days on May 9, June 13, July 11, and August 8, 2023. The Summer Reading kick-off event is on June 3, 2023, and will feature not only the reading program but also arts and crafts and the Friends of the Library book sale. On June 8, 2023, at 6:30 p.m., there will be another Master Gardener program titled “How to Attract Beneficial Insects to Your Garden.”

9. Informational Presentations

- a. Introduction of Ventura County Area Agency on Aging Advisory Council Representative Candidates. Candidates introduced were Al Brown, Linda Travis and Marrietta Sperry. Each gave a short presentation on why they would like to serve on this council. Ballots were distributed for an audience and executive board vote.

10. Appointments - None

11. Officer, Liaison, and Representative Reports

a. Officer Reports

- 1. Recording Secretary - No report.
- 2. Corresponding Secretary

Janet Plant reported that two donations were received and thank you letters were sent. One was for the general COA and the other for Meals On Wheels.

3. Treasurer - No report.

b. Liaison Reports

1. Housing Liaison

Bob Cottle reported he had no news on specific senior housing, however, plans were being discussed for the housing of homeless and unhoused persons in the city.

2. Senior Share Liaison - No report.

3. Financial Abuse Specialist Team (FAST)

Carol Martin reported that the monthly lunch presentations have continued. She reminded everyone that the AARP legal/financial teams are a great additional resource on scams. She advised anyone who is a victim of financial scams to report it to Adult Protective Services.

c. Representative Report

1. VCAA Representative – Marietta Sperry reported that the VCAA will now come under the umbrella of the Health and Human Services Agency beginning July 1, 2023. This will allow for a one-stop process with a more accurate referral service.

d. Ad Hoc Committees

1. Community Senior Needs Assessment - No report.

2. COA Dance Committee Chairs

Jean Cecil reported (via Robert Martin) that the next dance is on May 12, 2023. The theme will be Cinco de Mayo and Cha-cha dance lessons will be offered. There will be door prizes and the cost is \$10 per person.

3. Bingo Bonanza Committee - No report.

4. Wellness Expo Committee

Pete Stong reported that the committee is ready for the Expo on Wednesday, May 17, 2023. He believes the number of vendors signed up will meet the committee's budgeted income. The volunteer meeting is May 10, 2023, at 2:00 p.m.

5. Marketing Review Committee

Bill Oliver reported that the lobby coffee concession has been set up and is available. He also reported that the first Senior Center marketing video is ready for City approval. Promotional items are being ordered.

6. COA 50th Anniversary Celebration Committee

Pete Stong and Janet Plant reported that January 31, 2024, will be the 50th Anniversary kickoff event. They are also planning five additional events during the year which will tie in with other annual COA events.

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.

An election was held for the VCAAA representative via ballots that were distributed to all in attendance and Al Brown received the most votes.

Janet Plant nominated Al Brown for the appointment and Pete Stong seconded the nomination.

A vote was taken to nominate Al Brown as the VCAAA Council Representative.

Audience vote: 12 Ayes 0 Nays 0 Abstentions

Executive Board vote: 6 Ayes 0 Nays 0 Abstentions

Al Brown was recommended for appointment.

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

- a. Older Americans Month Celebration – Keller Williams Red Day Food Drive
May 11, 2023
- b. COA Dance Friday, May 12, 2023
- c. COA Wellness Expo, May 17, 2023
- d. COA Dance Friday, June 9, 2023

15. Suggested agenda items for the COA meeting on Monday, June 12, 2023 – None.

16. Adjournment

By consensus of the Executive Board, the meeting was adjourned at 1:50 p.m.



MEMORANDUM

DATE: June 12, 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 April 19, 2023 to May 16, 2023, and Year-to-date (YTD).

During the current period, the COA received \$1,508.82 in contributions from various sources, including, \$313.75 from Friday Bingo, an additional \$425.00 in table reservations for the Wellness Expo, \$610.00 in ticket sales from the May dance, and \$20.07 from coffee donations.

Also during this period, the COA incurred expenses in the amount of \$3,829.54, which included coffee concession supplies, Older Americans Month celebration, April dance expenses, Wellness Fair expenses, COA Bookkeeper services, meal site entertainment, and food and supplies for the Senior Share program.

April 19, 2023, to May 16, 2023 – Profit and Loss

REVENUES:	\$ 1,508.82
EXPENSES:	<u>\$ 3,829.54</u>
NET INCOME:	\$ (2,320.72)

July 1, 2023, to May 16, 2023 – YTD Profit & Loss:

REVENUES:	\$ 50,811.71
EXPENSES:	<u>\$ 61,003.06</u>
NET INCOME:	\$ (10,191.35)

May 16, 2023 – Balance Sheet:

The May 16, 2023 Balance Sheet (attached) shows the COA's financial solvency with \$478,850.93 in assets and \$1,639.62 in liabilities. The liability is Accounts Payable which

reflects expenses incurred but not yet paid for. These expenses are reflected in the Profit and Loss reports.

The COA Treasurer and staff will be available to answer any questions at the June 12, 2023 meeting.

4:00 PM
05/22/23
Accrual Basis

Simi Valley Council On Aging
Profit & Loss
April 19 through May 16, 2023

	<i>Apr 19 to May 16, 2023</i>
Income	
4 · Contributed Support	
4010 · Individual Contribution	20.00
4020 · Designated Contribution	313.75
Total 4 · Contributed Support	333.75
5 · Earned Revenues	
5310 · Investment - Interest Gains	20.00
5490 · Miscellaneous Revenue	20.07
5560 · Ticket Sales	710.00
5580 · Table Reservations	425.00
Total 5 · Earned Revenues	1,175.07
Gross Profit	1,508.82
Expense	
7200 · Contract Services	
7540 · Professional Services	390.00
Total 7200 · Contract Services	390.00
8100 · Operating Expenses	
8110 · Supplies	370.35
Total 8100 · Operating Expenses	370.35
8500 · Program Expenses	
8510 · Supplies	405.19
8512 · Food	1,452.00
8520 · Advertising	150.00
8560 · Prizes	100.00
8580 · Musicians & Bands	937.00
8590 · Special Expenses	25.00
Total 8500 · Program Expenses	3,069.19
Total Expense	3,829.54
Net Income	-2,320.72

2:01 PM
05/16/23
Accrual Basis

Simi Valley Council On Aging
Profit & Loss
July 2022 through June 2023

*July 1, 2023 to
May 16, 2023*

Income

4 · Contributed Support	
4010 · Individual Contribution	9,985.00
4020 · Designated Contribution	3,840.91
Total 4 · Contributed Support	13,825.91
5 · Earned Revenues	
5310 · Investment - Interest Gains	3,700.17
5490 · Miscellaneous Revenue	1,561.07
5560 · Ticket Sales	18,863.56
5570 · Sales	1,256.00
5580 · Table Reservations	11,605.00
Total 5 · Earned Revenues	36,985.80

Total Income

50,811.71

Expense

7200 · Contract Services	
7540 · Professional Services	3,716.00
Total 7200 · Contract Services	3,716.00
8100 · Operating Expenses	
8110 · Supplies	2,848.02
8120 · Advertising	160.00
8125 · Video Rentals	171.50
8130 · Membership Fees	303.05
8135 · Investment - Int. Loss/Charges	2,598.16
8140 · Software License/Maintenance	1,515.00
8160 · Equipment Maintenance	450.00
8165 · Equipment Purchase	19,152.40
Total 8100 · Operating Expenses	27,198.13
8500 · Program Expenses	
8510 · Supplies	4,588.03
8512 · Food	9,124.24
8520 · Advertising	160.00
8535 · Community/Club Support	1,301.30
8545 · Mileage	445.00
8560 · Prizes	3,607.00
8580 · Musicians & Bands	7,622.00
8590 · Special Expenses	3,241.36
Total 8500 · Program Expenses	30,088.93

Total Expense

61,003.06

Net Income

-10,191.35

2:03 PM
05/16/23
Accrual Basis

Simi Valley Council On Aging
Balance Sheet
As of May 16, 2023

May 16, 2023

ASSETS

Current Assets

Checking/Savings

1105 · U.S. Bank Savings (1105) 235,518.60

5601 · U.S. Bank Checking (5601)

5601 · U.S. Bank Checking (5601) 221,187.39

5602 · Deposit Discrepancies -3,903.95

Total 5601 · U.S. Bank Checking (5601) 217,283.44

Total Checking/Savings 452,802.04

Total Current Assets 452,802.04

Other Assets

9601 · VCCF Endowment Fund 26,048.89

Total Other Assets 26,048.89

TOTAL ASSETS **478,850.93**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable 1,639.62

Total Accounts Payable 1,639.62

Total Current Liabilities 1,639.62

Total Liabilities 1,639.62

Equity

30000 · Opening Balance Equity 390,734.23

32000 · Unrestricted Net Assets 96,696.82

Net Income -10,219.74

Total Equity 477,211.31

TOTAL LIABILITIES & EQUITY **478,850.93**



Simi Valley Council On Aging

MEMORANDUM

DATE: June 12, 2023

TO: Simi Valley Council On Aging

FROM: Pete Stong, COA 50th Anniversary Ad Hoc Committee Co-chair
Janet Plant, COA 50th Anniversary Ad Hoc Committee Co-chair

SUBJECT: DISCUSSION/ACTION ON A RECOMMENDATION TO APPROVE \$5,000 FOR USE BY THE COA'S 50th ANNIVERSARY AD HOC COMMITTEE AND APPROVAL TO CARRY OVER ANY UNENCUMBERED FUNDS TO THE FISCAL YEAR 2023-24 BUDGET

At the April 10, 2023 Council On Aging (COA) meeting, the COA established an ad hoc committee to plan and promote the COA's 50th Anniversary starting on January 31, 2024. At its May 8, 2023 meeting, the ad hoc committee discussed enhancing existing special events by purchasing promotional items to distribute and/or hiring entertainers for events.

As such, the ad hoc committee is requesting a budget amendment to the Fiscal Year (FY) 2022-23 budget in the amount of \$5,000 to purchase promotional items and secure entertainment for the COA's 50th Anniversary special events, and authorize the COA Treasurer to carry over any unencumbered funds to the FY 2023-24 budget.

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 Professional Services (7540) and Supplies (8110) accounts would need to be increased by the approved amount.

Prepared by: Robert Martin, Assistant Community Services Manager



Simi Valley
Council On Aging

MEMORANDUM

DATE: June 12, 2023

TO: Simi Valley Council On Aging

FROM: Pete Stong, COA 50th Anniversary Ad Hoc Committee Co-chair
Janet Plant, COA 50th Anniversary Ad Hoc Committee Co-chair

SUBJECT: DISCUSSION/ACTION ON A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE THE COA'S 50TH ANNIVERSARY LOGO

At the April 10, 2023, Council On Aging (COA) meeting, the COA established the 50th Anniversary Ad Hoc Committee to plan and promote the celebration of the COA's 50th Anniversary starting on January 31, 2024. At its May 8, 2023 meeting, the ad hoc committee determined that a special logo be created to commemorate this milestone.

As a result, the ad hoc committee reviewed various logo design options, and is requesting that the COA recommend the logo shown below to the City Council for approval and allow the use of the logo on all printed marketing materials used by the COA to promote the 50th Anniversary.



Prepared by: Robert Martin, Assistant Community Services Manager

CITY OF SIMI VALLEY • MEMORANDUM

DATE: June 12, 2023

TO: Simi Valley Council On Aging

FROM: Robert Martin, Assistant Community Services Manager

SUBJECT: DISCUSSION/ACTION ON INITIATING A SPECIAL ELECTION TO FILL A VACATED EXECUTIVE BOARD SEAT OR LEAVE THE SEAT VACANT

On May 8, 2023, staff received a notice of resignation from a Council On Aging (COA) Executive Board Member. As a result, an unscheduled vacancy notice was filed with the City Clerk's office. 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."

As such, the COA Executive Board is being asked to consider initiating a special election to bring the total number of executive board members to nine (9) or to remain and operate with eight (8) board members until the recruitment cycle for new board members begins in October 2023. Any newly elected board member will require City Council appointment and will serve to complete the term of the vacated seat, which concludes on January 31, 2024.

Staff will be available to answer any questions at the June 12, 2023 meeting.



MEMORANDUM

DATE: June 12, 2023

TO: Simi Valley Council On Aging

FROM: Carol Martin, Council On Aging Chair

SUBJECT: 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 TO FILL A VACANCY

The Ventura County Area Agency on Aging (VCAAA) Advisory Council is a community-based body that advocates for persons aged 60 and over and is comprised of representatives from each Council On Aging (COA) in Ventura County. Its mission is to involve the community in creating and sustaining programs that impact senior living and family caregivers. Advisory Council members meet six times a year in Ventura to plan and coordinate senior citizen programs countywide and help decide where and how funds are allocated.

On May 8, 2023, the COA and staff received a resignation from one of the VCAAA Advisory Council representatives. As a result, an unscheduled vacancy notice was filed with the City Clerk's office. As stated in the VCAAA Advisory Council Bylaws, the COA may use the existing applications from the recent May 2023 recruitment.

It is suggested the COA consider the applicants and make a recommendation to the City Council for one candidate to be appointed to complete the vacant term, which will conclude on June 30, 2024. Should there be no qualified applicants the COA will repost the vacant position until the position is filled.

COA Chair and Staff will be available to answer any questions at the June 12, 2023, meeting.



Simi Valley Council On Aging

MEMORANDUM

DATE: June 12, 2023

TO: Simi Valley Council On Aging

FROM: Jeanie Mortensen, Council On Aging Treasurer

SUBJECT: DISCUSSION/ACTION ON APPROVING THE COA TREASURER TO RESEARCH AND SELECT A CREDIT CARD PROCESSING SERVICE FOR USE BY THE COA AND WORK WITH CITY STAFF TO INITIATE SERVICE

The Council On Aging (COA) does not have the means to accept payment for special event fundraising fees via credit card. In an effort to expand and improve the COA's ability to accept payments, the COA is being asked to provide approval to the COA Treasurer to research and select a credit card processing service.

If approved, the COA Treasurer will work with the City's Fiscal Services Division to identify the appropriate service for the COA and ensure that the COA's financial policies and procedures are adhered to. Once a service is identified, the COA Treasurer will work to initiate the service.

COA Treasurer and staff will be available to answer any questions at the June 12, 2023, meeting.