



Simi Valley Council On Aging (COA) Meeting

Monday, October 9, 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 – None
10. Appointments
 - a. Special Event Support Review Committee Representative
11. Officer, Liaison, Representative and Ad Hoc Committee Reports
 - a. Officer Reports
 1. Recording Secretary (Marie Hale)
 2. Corresponding Secretary (Janet Plant)
 3. Treasurer (Pete Stong, see attached)
 - b. Liaison Reports
 1. Housing Liaison (Bob Cottle)
 2. Senior Share Liaison
 3. Financial Abuse Specialist Team (FAST) Liaison (Carol Martin)
 - c. Representative Report
 1. VCAAA Representative (Al Brown/Susan Genova)

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 Committee Reports
 1. Dance Committee Chair (Jean Cecil)
 2. Bingo Bonanza Chair (Ted Andrews)
 3. Wellness Expo Chair (Pete Stong)
 4. 50th Anniversary Co-chairs (Pete Stong and Janet Plant)
 5. Marketing Review Committee Chair (Bill Oliver)
 6. Arts and Crafts Fair Chair (Bill Oliver)
12. Continued Business – None
13. New Business - None
14. Announcements of Upcoming COA/Senior Center Events/Programs
 - a. COA Executive Board recruitment deadline is November 17, 2023, for terms commencing February 1, 2024
 - b. Wayne Templeton Volunteer of the Year Nominations deadline is November 17, 2023
 - c. COA Dance, Friday, October 13, 2023
 - d. COA Arts & Crafts Fair, October 20 and 21, 2023
 - e. Pancake Breakfast, October 21, 2023
 - f. Simi Valley Street Fair, October 28, 2023
 - g. COA Friendsgiving Lunch, November 16, 2023
 - h. COA Thanksgiving Eve Dinner, November 22, 2023
15. Suggested agenda items for the COA meeting on Monday, November 13, 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 – Carol Martin called the meeting to order at 1:02 p.m. and led the Pledge of Allegiance.
2. Roll Call – Janet Plant called Roll Call. Members present were Ted Andrews, Al Brown, Carol Martin, Janet Plant, and Jeanne Schomaker. Marie Hale, Jeanie Mortensen, and Pete Stong were excused. Janet Plant 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 – Ted Andrews moved to approve the minutes of the meeting on June 12, 2023, and Al Brown seconded the motion. The motion passed unanimously.
5. Report of Council On Aging (COA) Chair

Carol Martin stated that the Council On Aging is accepting Executive Board applications and Wayne Templeton Volunteer of the Year nominations, which are available online with hard copies available at the main desk. Ms. Martin stated that the Rancho Simi Recreation and Park District thanked her and the COA for helping with the 50+ Community Games. Ms. Martin asked for a “Moment of Silence” in memory of those who lost their lives on September 11, 2001.

6. Representative Reports
 - a. City Council

Mayor Pro Tem Mike Judge provided information on new businesses coming to Simi Valley including Eneyvia, a new skincare company, EMLinQ, an electronic components company, Mariachi Loco, a new restaurant at the corner of Erringer Road and Cochran Street, and Advanced Storage Solutions. Mayor Pro Tem Judge stated that the Amazon Fresh construction is on hold and Dunkin Donuts is still under construction but did not know the opening date of either business. He stated that tonight’s City Council meeting will include agenda items addressing the Lost Canyons development, tax bonds available for construction, and a proclamation declaring September 11, 2023, as Day of Peace given to the Simi Valley Rotary Club.

City Council Member Elaine Litster added that the tax-exempt bond that is being discussed will have no financial obligation to the City. Heywood Gardens, a living facility for the elderly, lower-income, and the disabled, is

applying for a tax-exempt bond for repairs, modifications, and upgrades to its rental facility.

- b. City Manager's Office – No report.
- c. Senior Center

Community Services Manager Angel Sierra deferred the Senior Center report to Acting Management Assistant Candace Gray. Ms. Gray stated that there is an AARP Smart Driver workshop on September 14 and 15, 2023, and a "Be Red Cross Ready" emergency preparedness presentation on September 21, 2023.

7. Presentations - None

8. Public Statements

Simi Valley Library Representative Stephanie Erbe gave information on upcoming library events including, an adult chess club on the second Monday of the month, a Master Gardener class on October 12 at 6:30 p.m., and the Simi Valley Youth Council's rock painting night on September 22 at 6:00 p.m.

Bill Oliver gave information on the Strathearn Historical Museum's events including the Ragtime Revival on September 16, 2023, which is free to all, and the Día de Los Muertos event on October 29, 2023. Tickets for that event are \$10.

9. Informational Presentations – None

10. Appointments

Carol Martin nominated Ingrid Heller as the chair of the Wayne Templeton Volunteer of the Year Award selection committee. Janet Plant made a motion to approve the nomination and Jeanne Schomaker seconded the motion. There were no other nominees.

Executive Board vote: 5 Ayes 0 Nays 0 Abstention

Appointment approved.

11. Officer, Liaison, Representative and Ad Hoc Committee Reports

a. Officer Reports

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

Janet Plant reported that a thank you letter was sent to Mr. and Mrs. Hole for their \$300 donation to the Meals On Wheels program.

3. Treasurer

Carol Martin reviewed the treasurer's report included in the agenda packet in the absence of the Treasurer.

b. Liaison Reports

1. Housing Liaison

Bob Cottle reported that the Heywood Gardens senior apartment project is set to be remodeled. Rents for the existing tenants will not be increased due to the remodeling. An updated affordable housing agreement will increase the maximum allowable income limits for new tenants. He also stated that a developer has approached the City with a proposal to purchase and modify the approved but unbuilt residential assisted care facility property on Guardian Street that is located near the entrance to the Brandeis-Bardin Campus.

2. Senior Share Liaison

Angel Sierra reported that Jeanie Mortensen has had to step away from her position as Senior Share liaison for personal reasons. Mr. Sierra reported that approximately 130 weekly bags of groceries are given out while 160 seniors are currently on the roster.

3. Financial Abuse Specialist Team (FAST) Liaison

Carol Martin stated that the next financial scams presentation will be on September 20, 2023, at noon. This program usually occurs on the third Wednesday of the month. She is getting good feedback from the attendees.

c. COA - Representative Report

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

Al Brown reported on the July 13, 2023, VCAAA Advisory Council meeting:

- The new State Budget for VCAAA did not lose any funds. The Older Adults Recovery and Resilience funds deadline has been extended from December 2023 to December 2024.

- On July 1, 2023, the VCAAA officially merged with the Ventura County Human Services Agency, establishing the Department of Aging and Disability Services.
- VCAAA Foundation is adding pet food to the package given to the needy.
- The State's Master Plan on Aging is still in process.
- There is a critical shortage of health care workers.
- The State is looking to expand services to the aging handicapped population.
- VCAAA is seeking nominations for the Legacy Award, an award given to a dedicated volunteer.
- Simi Valley is adding 5 of 9 new assisted living facilities in Ventura County for the elderly. Simi has 19 nursing homes and leads the county in the number of nursing homes.
- VCAAA is seeking input on services needed for the Simi Valley Senior Center and Council on Aging.

d. Ad Hoc Committees

1. Dance Committee Chair

Jean Cecil reported on the past three dances:

- July 14, 2023, 63 guests attended and it came under budget by \$73.49.
- On August 11, 2023, 70 guests attended, which was over budget by \$34.73.
- On September 8, 2023, 48 guests attended which was over budget by \$43.71 due to low attendance.

2. Bingo Bonanza Chair

Ted Andrews stated that 51 Bingo Bonanza tickets have been sold and that they need to sell a minimum of 71 tickets to break even. He is recommending that the COA purchase a new digital bingo system which could cost approximately \$5,000.

3. Wellness Expo Chair – No report.

4. 50th Anniversary Co-chairs

Co-chair Janet Plant stated that the 50th Anniversary Kick-off Celebration will be held in the Senior Center Multipurpose Room on Wednesday, January 31, 2024, from 2:00 p.m. to 4:00 p.m. The committee is working on the program, a video, and purchasing promotional pins.

5. Stars and Stripes Ice Cream Social Chair

Janet Plant stated that the Stars and Stripes event on July 8, 2023, had a great turnout. She gave special thanks to Jean Cecil and her volunteers for making the event a success. It was so successful that they had to go to the store to buy more ice cream.

6. Marketing Review Committee Chair

Bill Oliver stated that promotional items have been purchased and that the Marketing Committee is working with the 50th Anniversary Committee to produce a video for the 50th Anniversary Kick-off Celebration.

7. Arts and Crafts Fair Chair

Arts and Crafts Fair Chair Bill Oliver said there are eight vendor spots available for \$70 each. He is still looking for volunteers for the event on October 20 and 21, 2023. When questioned why there is not a rummage sale this year, Mr. Oliver, who has served on several craft fair committees, stated that it is a lot of work for very little return. In addition, it takes away from the vendors trying to sell their goods.

12. Continued Business – None.

13. New Business

- a. Discussion/Action on a recommendation to increase the Fiscal Year 2023-24 50th Anniversary Committee budget by \$5,000.

Motion made by Al Brown and seconded by Janet Plant to recommend that the COA increase the Fiscal Year 2023-24 50th Anniversary Committee budget by \$5,000.

50th Anniversary co-chair Janet Plant said the increase in funds is needed for decorations, supplies, refreshments, and a historical video. The committee hopes to obtain a sponsor for the event, but none has been secured yet.

Audience vote: 6 Ayes 0 Nays 0 Abstentions

Executive Board vote: 5 Ayes 0 Nays 0 Abstentions

Motion approved.

- b. Discussion/Action on a request to memorialize John H. Williams on the Council On Aging Recognition Wall and fund the purchase of a plaque at a cost not to exceed \$150.

Motion made by Janet Plant and seconded by Jeanne Schomaker to fund the purchase of a plaque to memorialize John H. Williams at a cost not to exceed \$150.

Ed Mazeika stated that he nominated John H. Williams to be memorialized on the COA Recognition Wall because Mr. Williams served the Senior Center in several capacities. He was a Meals On Wheels driver for over ten years, served on the COA Executive Board for several terms, was awarded the 2012 Wayne Templeton Volunteer of the Year award, and was a dedicated volunteer for several events.

Audience vote: 8 Ayes 0 Nays 0 Abstentions

Executive Board vote: 5 Ayes 0 Nays 0 Abstentions

Motion approved.

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

- a. COA Executive Board recruitment, September 11 to November 17, 2023, term commencing February 1, 2024
- b. Wayne Templeton Volunteer of the Year Nominations, September 11 to November 17, 2023
- c. COA Bingo Bonanza, Saturday, September 23, 2023
- d. COA Dance, Friday, October 13, 2023
- e. COA Arts & Crafts Fair, October 20 and 21, 2023
- f. Pancake Breakfast, October 21, 2023
- g. COA Thanksgiving Eve Dinner, November 22, 2023

15. Suggested agenda items for the COA meeting on Monday, October 9, 2023, at 1:00 p.m.

Add Friendsgiving lunchtime event scheduled for November 15, 2023 to upcoming events.

16. Adjournment

By consensus of the Executive Board, the meeting was adjourned at 1:53 p.m.



MEMORANDUM

DATE: October 9, 2023
TO: Simi Valley Council On Aging
FROM: Carol Martin, Council On Aging Chair
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 August 23, 2023, to September 27, 2023, and Year-to-date (YTD).

During this reporting period, the COA received \$5,811.79 in contributions from various sources, including \$4,180.00 in Bingo Bonanza ticket sales, \$385.50 from Friday Bingo, an additional \$1,050.00 in table reservations for the Arts & Crafts Fair, \$166.28 from coffee donations and \$30.01 in interest.

Also during this period, the COA incurred expenses in the amount of \$4,972.37, which included expenses related to coffee concession supplies, COA dance expenses, COA Bookkeeper services, food and supplies for Senior Share, meal site entertainment, and food, supplies, and prizes for the Bingo Bonanza event.

August 23, 2023, to September 27, 2023 – Profit and Loss

REVENUES:	\$ 5,811.79
EXPENSES:	<u>\$ 4,972.37</u>
NET INCOME:	\$ 839.42

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

REVENUES:	\$ 10,172.25
EXPENSES:	<u>\$ 12,433.94</u>
NET INCOME:	\$ (2,261.69)

September 27, 2023 – Balance Sheet:

The September 27, 2023 Balance Sheet (attached) shows the COA’s financial solvency with \$471,113.81 in assets and no liabilities.

The COA Chair and staff will be available to answer any questions at the October 9, 2023, meeting.

2:09 PM

09/27/23

Accrual Basis

Simi Valley Council On Aging
Profit & Loss
August 23 through September 27, 2023

	Aug 23 - Sep 27, 23
Income	
4 · Contributed Support	
4020 · Designated Contribution	385.50
Total 4 · Contributed Support	385.50
5 · Earned Revenues	
5310 · Investment - Interest Gains	30.01
5490 · Miscellaneous Revenue	166.28
5560 · Ticket Sales	4,180.00
5580 · Table Reservations	1,050.00
Total 5 · Earned Revenues	5,426.29
Total Income	5,811.79
Gross Profit	5,811.79
Expense	
7200 · Contract Services	
7540 · Professional Services	300.00
Total 7200 · Contract Services	300.00
8100 · Operating Expenses	
8110 · Supplies	85.75
8125 · Video Rentals	17.15
Total 8100 · Operating Expenses	102.90
8500 · Program Expenses	
8510 · Supplies	71.47
8512 · Food	1,758.00
8560 · Prizes	1,700.00
8580 · Musicians & Bands	990.00
8590 · Special Expenses	50.00
Total 8500 · Program Expenses	4,569.47
Total Expense	4,972.37
Net Income	839.42

Simi Valley Council On Aging
Profit & Loss
 July 1 through September 27, 2023

	Jul 1 - Sep 27, 23
Income	
4 · Contributed Support	
4010 · Individual Contribution	300.00
4020 · Designated Contribution	813.25
Total 4 · Contributed Support	1,113.25
5 · Earned Revenues	
5310 · Investment - Interest Gains	59.05
5490 · Miscellaneous Revenue	349.95
5560 · Ticket Sales	5,430.00
5580 · Table Reservations	3,220.00
Total 5 · Earned Revenues	9,059.00
Total Income	10,172.25
Gross Profit	10,172.25
Expense	
7200 · Contract Services	
7540 · Professional Services	620.00
Total 7200 · Contract Services	620.00
8100 · Operating Expenses	
8110 · Supplies	115.75
8125 · Video Rentals	34.30
Total 8100 · Operating Expenses	150.05
8500 · Program Expenses	
8510 · Supplies	1,213.38
8512 · Food	3,425.51
8535 · Community/Club Support	3,000.00
8560 · Prizes	1,700.00
8580 · Musicians & Bands	2,250.00
8590 · Special Expenses	75.00
Total 8500 · Program Expenses	11,663.89
Total Expense	12,433.94
Net Income	-2,261.69

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

	Sep 27, 23
ASSETS	
Current Assets	
Checking/Savings	
1105 · U.S. Bank Savings (1105)	235,636.04
5601 · U.S. Bank Checking (5601)	
5602 · Deposit Descrepancies	-3,903.95
5601 · U.S. Bank Checking (5601) - Other	212,703.77
Total 5601 · U.S. Bank Checking (5601)	208,799.82
Total Checking/Savings	444,435.86
Total Current Assets	444,435.86
Other Assets	
9601 · VCCF Endowment Fund	26,677.95
Total Other Assets	26,677.95
TOTAL ASSETS	471,113.81
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	390,734.23
32000 · Unrestricted Net Assets	82,641.27
Net Income	-2,261.69
Total Equity	471,113.81
TOTAL LIABILITIES & EQUITY	471,113.81