



**Simi Valley Council On Aging (COA) Meeting**

Monday, November 13, 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. Council On Aging Needs Assessment Results (Jeanie Mortensen)
10. Appointments
  - a. Strategic Planning Ad Hoc 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)
  - b. Liaison Reports
    1. Housing Liaison (Bob Cottle)
    2. Financial Abuse Specialist Team (FAST) Liaison (Carol Martin)
  - c. COA - Representative Report
    1. VCAAA Representative (Al Brown and/or Susan Genova)

<p><b>Council On Aging Mission Statement</b> 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.</p>
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- d. Ad Hoc Committees
  1. Executive Board Recruitment Committee (Ed Mazeika)
  2. Wayne Templeton Nomination Committee (Ed Mazeika)
  3. COA Dance Committee Chair (Jean Cecil)
  4. Arts and Crafts Fair (Bill Oliver)
  5. Street Fair (Carol Martin)
12. Continued Business – None
13. New Business
  - a. Receive and file the 2024 Calendar of Important COA Events (see attached).
  - b. Discussion/Action on a recommendation to invest \$125,000 of Council On Aging assets into an interest-bearing instrument in accordance with the City of Simi Valley's financial and investment policies.
  - c. Discussion/Action on a request to allocate \$7,500 for the purchase of bingo equipment and appoint a committee to research and purchase the equipment.
14. Announcements of Upcoming COA/Senior Center Events/Programs
  - a. Friendsgiving Lunch, November 16, 2023
  - b. COA Executive Board Recruitment deadline is November 17, 2023, for terms commencing February 1, 2024
  - c. Wayne Templeton Volunteer of the Year Nominations deadline is November 17, 2023
  - d. Thanksgiving Eve Dinner, November 22, 2023
  - e. COA New Year's Celebration Dance, December 29, 2023
15. Suggested agenda items for the COA meeting on Monday, December 11, 2023
16. Adjournment

/s/

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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 – Pete Stong, Vice Chair called the meeting to order at 1:00 p.m. and led the Pledge of Allegiance.
2. Roll Call – Marie Hale called Roll Call. Members present were Ted Andrews, Al Brown, Marie Hale, Janet Plant, Jeanne Schomaker, and Pete Stong. Carol Martin and Jeanie Mortensen were 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 September 11, 2023, and Ted Andrews seconded the motion. The motion passed unanimously.
5. Report of Council On Aging (COA) – Pete Strong, Vice Chair reported that Carol Martin was on vacation.

6. Representative Reports

a. City Council

City Council Member Elaine Litster reported that the reinstatement of the Traffic Officer Motor Unit is on the October 9, 2023 City Council agenda. Ms. Litster said the various costs necessary to begin the program include funds for officer training and the purchase of three motorcycles. Planning ordinances will also be discussed at the City Council meeting, as well as the possible purchase of new fixed-route buses. Funds for the bus purchases would come from grant funds and not from the City's General Fund. Ms. Litster also reported that City Council Members met with the owners of the Simi Town Center to discuss future plans.

b. City Manager's Office - No report.

c. Senior Center

Community Services Manager Angel Sierra stated that Assistant Community Services Manager Robert Martin is out on a leave of absence and that Candace Gray has been appointed to the position of Acting Management Assistant. Ms. Gray reported that the Wii Bowling Team is preparing for the Wii Bowling Championship at the Goebel Adult Center sometime in early January 2024. Upcoming Senior Center events include the "Medicare Changes for 2024" presentation on October 10, a "Sound

Meditation” class on October 11, “Oktoberfest Lunch” on October 12 at 10:30 a.m., and the Arts and Crafts Fair on October 20 and 21, 2023.

7. Presentations – None.

8. Public Statements

Audience member Rebecca McCann thanked Mayor Pro Tem Mike Judge and staff for their prompt response to her complaint about the number of potholes on her street.

9. Informational Presentations – None.

10. Appointments

Vice Chair Pete Stong nominated Janet Plant as the Special Event Support Review Committee Representative.

Executive Board vote:                      6 Ayes              0 Nays              0 Abstentions

Appointment approved.

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

a. Officer Reports

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

Pete Stong reviewed the treasurer’s report. Janet Plant asked about investing some of the COA’s money in a higher interest-bearing account. Angel Sierra stated that he would check with the City’s Fiscal Services Department and report back.

b. Liaison Reports

1. Housing Liaison - No report.
2. Senior Share Liaison - No report.
3. Financial Abuse Specialist Team (FAST) Liaison - No report.

c. COA - Representative Report

1. VCAAA Representative

Al Brown reported that the VCAAA is amid reorganization and most of the meeting addressed that. To get a clearer understanding of the reorganization plans of the VCAAA, Al will make a personal visit to meet with the group sometime in the near future. He did report to the VCAAA on the COA's upcoming 50<sup>th</sup> Anniversary Kick-off Celebration. He also reported on the COA Executive Board Recruitment Committee since the report was not on today's agenda. He said the committee has received six applications so far for five open Board seats.

d. Ad Hoc Committees

1. Dance Committee Chair

Jean Cecil reported that the next dance is October 13, 2023, from 6:00 to 10:00 p.m. The cost is \$10.00 and the theme is Halloween. The New Year's Celebration Dance will be on December 29, 2023, and will cost \$25.00. Tickets will be sold beginning in November. The committee is actively seeking sponsors for the dances.

2. Bingo Bonanza Chair

Ted Andrews reported that Bingo Bonanza was a success with 120 participants.

3. Wellness Expo Chair

Pete Stong reported that the committee plans to send a "Save the Date" announcement next month. The 2024 Wellness Expo will be held on Wednesday, May 15, 2024, in the City Hall Quad.

4. 50<sup>th</sup> Anniversary Co-chairs

Janet Plant reported that the kick-off event for the COA's 50<sup>th</sup> Anniversary will be on January 31, 2024, from 2:00 to 4:00 p.m. at the Senior Center. She also reported Adventist Health Simi Valley has made a generous contribution and will sponsor the 50<sup>th</sup> Anniversary. City and county officials will receive invitations to this event. The committee will meet again next week.

5. Marketing Review Committee Chair – No report.

6. Arts and Crafts Fair Chair

Arts and Crafts Fair Chair Bill Oliver stated there will be a volunteer meeting on October 12, 2023, at 1:30 p.m.

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.

It was suggested that the next agenda include a consideration to purchase a new digital bingo system, appointing an Acting Treasurer if the Treasurer has not returned from her leave of absence, moving COA funds to higher interest-bearing investment accounts, and a Street Fair report.
16. Adjournment - By consensus of the Executive Board, the meeting was adjourned at 1:45 p.m.



**MEMORANDUM**

**DATE:** November 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 September 28, 2023, to October 26, 2023, and Year-to-date (YTD).

During this reporting period, the COA received \$7,970.28 in contributions from various sources, including \$5,000.00 from Adventist Health Simi Valley to sponsor the COA 50<sup>th</sup> Anniversary events in 2024, an additional \$420.00 in table reservations for the Arts & Crafts Fair, \$337.80 from Friday Bingo, \$146.46 from coffee donations and \$30.02 in interest.

Also during this period, the COA incurred expenses in the amount of \$2,817.18, 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 and supplies for the Arts & Crafts Fair.

**September 28, 2023, to October 26, 2023 – Profit and Loss**

REVENUES:	\$ 7,970.28
EXPENSES:	<u>\$ 2,817.18</u>
NET INCOME:	\$ 5,153.10

**July 1, 2023, to October 26, 2023 – YTD Profit & Loss:**

REVENUES:	\$ 18,016.10
EXPENSES:	<u>\$ 14,385.70</u>
NET INCOME:	\$ 3,630.40

**October 26, 2023 – Balance Sheet:**

The October 26, 2023 Balance Sheet (attached) shows the COA’s financial solvency with \$476,266.91 in assets and no liabilities.

The COA Chair and staff will be available to answer any questions at the November 13, 2023, meeting.

8:57 AM

**Simi Valley Council On Aging**

10/27/23

**Profit & Loss**

Accrual Basis

September 28 through October 26, 2023

	Sep 28 - Oct 26, 23
<b>Income</b>	
<b>4 · Contributed Support</b>	
4010 · Individual Contribution	4.00
4015 · Business Contribution	5,000.00
4020 · Designated Contribution	337.80
	5,341.80
<b>Total 4 · Contributed Support</b>	5,341.80
<b>5 · Earned Revenues</b>	
5310 · Investment - Interest Gains	30.02
5490 · Miscellaneous Revenue	600.46
5560 · Ticket Sales	1,578.00
5580 · Table Reservations	420.00
	2,628.48
<b>Total 5 · Earned Revenues</b>	2,628.48
<b>Total Income</b>	7,970.28
<b>Gross Profit</b>	7,970.28
<b>Expense</b>	
<b>8100 · Operating Expenses</b>	
8110 · Supplies	352.45
8120 · Advertising	124.93
8125 · Video Rentals	15.49
8160 · Equipment Maintenance	94.98
8165 · Equipment Purchase	601.16
	1,189.01
<b>Total 8100 · Operating Expenses</b>	1,189.01
<b>8500 · Program Expenses</b>	
8510 · Supplies	456.53
8512 · Food	346.64
8580 · Musicians & Bands	800.00
8590 · Special Expenses	25.00
	1,628.17
<b>Total 8500 · Program Expenses</b>	1,628.17
<b>Total Expense</b>	2,817.18
<b>Net Income</b>	5,153.10



10:41 AM  
10/26/23  
Accrual Basis

## Simi Valley Council On Aging Profit & Loss July 1 through October 26, 2023

	Jul 1 - Oct 26, 23
<b>Income</b>	
<b>4 · Contributed Support</b>	
4010 · Individual Contribution	300.00
4015 · Business Contribution	5,000.00
4020 · Designated Contribution	1,094.05
	6,394.05
<b>Total 4 · Contributed Support</b>	6,394.05
<b>5 · Earned Revenues</b>	
5310 · Investment - Interest Gains	89.07
5490 · Miscellaneous Revenue	929.98
5560 · Ticket Sales	7,033.00
5580 · Table Reservations	3,570.00
	11,622.05
<b>Total 5 · Earned Revenues</b>	11,622.05
<b>Total Income</b>	18,016.10
<b>Gross Profit</b>	18,016.10
<b>Expense</b>	
<b>7200 · Contract Services</b>	
7540 · Professional Services	620.00
	620.00
<b>Total 7200 · Contract Services</b>	620.00
<b>8100 · Operating Expenses</b>	
8110 · Supplies	468.20
8120 · Advertising	124.93
8125 · Video Rentals	49.79
8160 · Equipment Maintenance	94.98
8165 · Equipment Purchase	601.16
	1,339.06
<b>Total 8100 · Operating Expenses</b>	1,339.06
<b>8500 · Program Expenses</b>	
8510 · Supplies	1,488.39
8512 · Food	3,573.25
8535 · Community/Club Support	3,000.00
8560 · Prizes	1,700.00
8580 · Musicians & Bands	2,590.00
8590 · Special Expenses	75.00
	12,426.64
<b>Total 8500 · Program Expenses</b>	12,426.64
<b>Total Expense</b>	14,385.70
<b>Net Income</b>	3,630.40

8:22 AM

**Simi Valley Council On Aging**

**Balance Sheet**

As of October 26, 2023

10/30/23

Accrual Basis

	Oct 26, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1105 · U.S. Bank Savings (1105)	235,666.06
5601 · U.S. Bank Checking (5601)	
5602 · Deposit Descrepancies	-3,903.95
5601 · U.S. Bank Checking (5601) - Other	212,826.85
<b>Total 5601 · U.S. Bank Checking (5601)</b>	<b>208,922.90</b>
<b>Total Checking/Savings</b>	<b>444,588.96</b>
<b>Accounts Receivable</b>	
11000 · Accounts Receivable	5,000.00
<b>Total Accounts Receivable</b>	<b>5,000.00</b>
<b>Total Current Assets</b>	<b>449,588.96</b>
<b>Other Assets</b>	
9601 · VCCF Endowment Fund	26,677.95
<b>Total Other Assets</b>	<b>26,677.95</b>
<b>TOTAL ASSETS</b>	<b>476,266.91</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
30000 · Opening Balance Equity	390,734.23
32000 · Unrestricted Net Assets	82,641.27
Net Income	2,891.41
<b>Total Equity</b>	<b>476,266.91</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>476,266.91</b>



# Simi Valley Council On Aging

## 2024 Calendar of Important COA Events

### January

8 – Monday	COA Annual Meeting	1:00 p.m.
	<i>COA Dance Canceled</i>	
31 – Wednesday	COA 50 <sup>th</sup> Anniversary Kick off	2:00 p.m. – 4:00 p.m.

### February

9 – Friday	COA Dance	6:00 p.m. – 10:00 p.m.
12 – Monday	COA Meeting	1:00 p.m.

### March

8 – Friday	COA Dance	6:00 p.m. – 10:00 p.m.
11 – Monday	COA Meeting	1:00 p.m.
31 – Sunday	Easter Sunrise Breakfast <i>Kiwanis Club of Simi Valley</i>	8:00 a.m. – 11:00 a.m.

### April

6 – Saturday	Bingo Bonanza (COA 50th)	9:30 a.m. – 3:00 p.m.
8 – Monday	COA Meeting	1:00 p.m.
12 – Friday	COA Dance	6:00 p.m. – 10:00 p.m.

### May

9 – Thursday	Older Americans Month Celebration	10:30 a.m. – 1:00 p.m.
10 – Friday	COA Dance	6:00 p.m. – 10:00 p.m.
13 – Monday	COA Meeting	1:00 p.m.
15 – Wednesday	Wellness Expo (COA 50th)	8:00 a.m. – 12:00 p.m.

### June

10 – Monday	COA Meeting	1:00 p.m.
14 – Friday	COA Dance	6:00 p.m. – 10:00 p.m.

### July

	<i>COA Dark – No Meeting</i>	
6 – Saturday	Stars & Stripes Ice Cream Social (COA 50th)	2:00 p.m. – 4:00 p.m.
12 – Friday	COA Dance	6:00 p.m. – 10:00 p.m.

### August

	<i>COA Dark – No Meeting</i>	
9 – Friday	COA Dance	6:00 p.m. – 10:00 p.m.



# Simi Valley Council On Aging

## 2024 Calendar of Important COA Events

### September

9 – Monday	COA Meeting	1:00 p.m.
13 – Friday	COA Dance	6:00 p.m. – 10:00 p.m.
21 – Saturday	Bingo Bonanza (COA 50th)	9:30 a.m. – 3:00 p.m.

### October

11 – Friday	COA Dance	6:00 p.m. – 10:00 p.m.
14 – Monday	COA Meeting	1:00 p.m.
18 – Friday	Arts & Crafts Fair	9:00 a.m. – 4:30 p.m.
19 – Saturday	Arts & Crafts Fair	8:00 a.m. – 3:00 p.m.
19 – Saturday	Pancake Breakfast <i>Noontime Rotary Club of Simi Valley</i>	8:00 a.m. – 11:00 a.m.
TBD – Saturday	Street Fair (COA 50th)	9:00 a.m. – 4:00 p.m.

### November

8 – Friday	COA Dance	6:00 p.m. – 10:00 p.m.
14 – Thursday	Friendsgiving Lunch (SNP/COA 50th)	11:00 a.m. – 1:00 p.m.
18 – Monday	COA Meeting	1:00 p.m.
27 – Wednesday	Thanksgiving Eve Dinner <i>Simi Sunrise Rotary Club of Simi Valley</i>	4:00 p.m. – 8:00 p.m.

### December

9 – Monday	COA Meeting	1:00 p.m.
30 – Monday	COA Dance - New Year's Celebration	7:00 p.m. – 11:00 p.m.



## MEMORANDUM

**DATE:** November 13, 2023

**TO:** Simi Valley Council On Aging

**FROM:** Carol Martin, Council On Aging Executive Board Chair

**SUBJECT:** DISCUSSION/ACTION ON A RECOMMENDATION TO INVEST \$125,000 OF COUNCIL ON AGING ASSETS INTO AN INTEREST-BEARING INSTRUMENT IN ACCORDANCE WITH THE CITY OF SIMI VALLEY FINANCIAL AND INVESTMENT POLICIES

It is requested that the Council On Aging (COA) consider approving the investment of funds in the amount of \$125,000 into an interest-bearing instrument in accordance with the City of Simi Valley's financial and investment policies.

The COA is currently holding approximately \$444,589 in checking and savings accounts, and an additional \$26,678 in an endowment fund, accruing minimal returns. Per COA financial policies, the COA is obligated to maintain sufficient funds for its annual budget so that COA goals can be achieved, plus an operating reserve of 17%. In accordance with the City's investment policy, the COA has the authority to distribute funds into a negotiable Certificate of Deposit (CD). As such, it is recommended that the COA consider transferring \$100,000 from its checking and/or savings accounts into a negotiable CD, as well as liquidating its endowment fund and transferring the balance into a CD. The COA's current projected operating budget is \$142,125. Retaining \$166,286 in the savings and checking accounts will ensure that the COA has the funds to achieve its projected budgetary goals, and maintain a 17% reserve, as specified by the COA's financial policies and procedures.

Should this request be approved, the COA Treasurer will work with staff to identify the most suitable investment option and initiate the transfer of funds in accordance with City financial and investment policies. The COA Treasurer has confirmed that the COA does have the reserves to fund this investment and still has the necessary funds needed to fulfill its budget projections.



Simi Valley  
Council On Aging

## MEMORANDUM

**DATE:** November 13, 2023

**TO:** Simi Valley Council On Aging

**FROM:** Ted Andrews, Council On Aging Bingo Bonanza Chair

**SUBJECT:** DISCUSSION/ACTION ON A REQUEST TO ALLOCATE \$7,500 FOR THE PURCHASE OF BINGO EQUIPMENT AND APPOINT A COMMITTEE TO RESEARCH AND PURCHASE THE EQUIPMENT

It is requested that the Council On Aging (COA) consider approving funds in an amount not to exceed \$7,500 for the purchase of a digital bingo gaming system. This system will replace an aging and antiquated gaming board and console (1980's technology) with a modern digital system that will be compatible with the updated Senior Center audio visual equipment that was recently installed. It is also requested that the COA establish a Bingo Equipment Review Committee to research the available options and select and purchase the most suitable equipment.

Should this request be approved, committee members will work with staff to procure the necessary equipment. 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 Equipment Purchase (8165) account will need to be increased by the approved amounts.