



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

Monday, December 11, 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 - 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 Mortenson, see attached)
  - b. Liaison Reports
    1. Housing Liaison (Bob Cottle)
    2. Financial Abuse Specialist Team (FAST) Liaison (Carol Martin)
  - c. Representative Report
    1. VCAAA Representative (Al Brown and/or 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.

- d. COA Ad Hoc Committees
  1. Community Senior Needs Assessment (Jeanie Mortensen)
  2. Dance Committee (Jean Cecil)
  3. Wellness Expo Committee (Pete Stong)
  4. 50th Anniversary Celebration Committee (Janet Plant & Pete Strong)
  5. Strategic Planning Committee (Janet Plant & Jeanie Mortensen)
  6. Bingo Software Review Committee (Ted Andrews)
12. Continued Business – None
13. New Business
  - a. Discussion/Action on a request to increase the Fiscal Year 2023-24 dance budget by \$2,700
14. Announcements of Upcoming COA/Senior Center Events/Programs
  - a. COA New Year's Celebration Dance, December 29, 2023
  - b. COA Executive Board Elections, January 8, 2024
  - c. Wayne Templeton Volunteer of the Year Award, January 8, 2024
  - d. 50<sup>th</sup> Anniversary Kick-off Event, January 31, 2024
15. Suggested agenda items for the COA meeting on Monday, January 8, 2024
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 – Carol Martin called the meeting to order at 1:05 p.m. and led the Pledge of Allegiance.
2. Roll Call – Marie Hale called Roll Call. Members present were Al Brown, Marie Hale, Carol Martin, Jeanie Mortensen, Janet Plant, Jeanne Schomaker, and Pete Stong. Ted Andrews was excused. Marie Hale verified there was a quorum present.
3. Agenda Review – Carol Martin requested that a report from the 50-Year Celebration Committee be added to 11.d. Ad Hoc Committees. By consensus of the Executive Board, the agenda was approved as amended.
4. Approval of Minutes – Pete Stong moved to approve the minutes of the meeting on October 9, 2023, and Jeanne Schomaker seconded the motion. The motion passed unanimously.
5. Report of Council On Aging (COA) Chair

Carol Martin thanked the audience for their attendance and asked that they share the opportunity to attend COA meetings with others.

6. Representative Reports

- a. City Council

Mayor Pro Tem Mike Judge reported that there is no update on the Amazon Fresh store. He stated there is a City Council meeting tonight. Following a question from the audience, he explained that there has been no movement at the Tapo Street and Cochran Street development because the builders are waiting on funding.

City Council Member Elaine Litster reported on the opening of the 85°C Bakery on Cochran Street near Galena Avenue, and the opening of Taco 805 across from Stater Bros. Market on Los Angeles Avenue. She also listed several upcoming Christmas events throughout the city.

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

- c. Senior Center

Community Services Manager Angel Sierra announced that volunteers are needed for the Senior Share program at both the Senior Center location and as drivers. Contact Angel Sierra or the main desk at (805) 583-6363 if interested. He also reported that the Friendsgiving Lunch and the Thanksgiving Eve Dinners are sold out.

Candace Gray reported on upcoming events, including the new Senior Community Choir's holiday concert on December 15, 2023, and the Drama Club's Holiday Show on December 7 and 8, 2023. Both are free to attend.

7. Presentations - None

8. Public Statements

Stephanie Erbe with the Simi Valley Library gave information on the new Adult Literacy Tutoring program and stated they are seeking volunteers. Training will be provided. Contact the library if you are interested in being a tutor or student. Redbird Vision's 28<sup>th</sup> Annual Blanket Drive and Mini Powwow will be held on December 2, 2023, from 11:00 a.m. to 3:00 p.m. Ms. Erbe left flyers with details for both events.

Bill Oliver announced the Strathearn Historical Park Open House will be on December 3, 2023, from 11:00 a.m. to 3:00 p.m. There will be lots of activities, and admission is free.

9. Informational Presentations

a. Council On Aging Needs Assessment Results

Jeanie Mortensen presented a slide show of the COA Needs Assessment Survey results. The results were based on 453 respondents. Ms. Mortensen will work with Angel Sierra to make the results available as a memo to the City Council.

10. Appointments

a. Strategic Planning Ad Hoc Committee Chair

Janet Plant and Jeanie Mortensen offered to be Co-chairs of the Strategic Planning Ad Hoc Committee. There were no other nominations.

Executive Board vote: 7 Ayes 0 Nays 0 Abstentions

Appointments were 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 Jeanie Mortensen reviewed the financial reports.

b. Liaison Reports

1. Housing Liaison

Bob Cottle reported that senior housing in Simi Valley was not looking good. The 50-unit complex north of the Simi Valley Town Center is still being reviewed, and the builders of River House, the 28-unit complex planned on Patricia Avenue have asked for a time extension. Several proposed Assisted Living facilities have been approved, but none are currently being actively built. Mr. Cottle stated that construction has likely stalled due to high interest rates.

2. Financial Abuse Specialist Team (FAST) Liaison

Carol Martin continues to speak on fraud/scams that might affect seniors during lunch on the third Wednesday of each month. She indicated that some stories are alarming. She is also available on Wednesdays to meet with seniors.

c. COA - Representative Report

1. VCAAA Representatives

Al Brown reported that the VCAAA has advocated and petitioned for the enactment of over 2,000 laws since it was founded. The VCAAA recently gave out its Legacy Awards for volunteerism. He also reported that he is serving on several sub-committees within VCAAA and is working with Angel Sierra to have VCAAA make a presentation at a COA meeting.

d. Ad Hoc Committees

1. Executive Board Recruitment Committee

Ed Mazeika reported receiving several applications for the five open Board positions. The deadline for applications is November 17, 2023. He also indicated that prospective members are encouraged to attend the December 5, 2023 orientation.

2. Wayne Templeton Nomination Committee

Ed Mazeika explained how to nominate someone for the Volunteer of the Year award. The person being nominated must be at least 60 years of age, but the nominee can be any age. The deadline for nominations is November 17, 2023.

3. Dance Committee Chair

Jean Cecil reported that the dance on November 3, 2023, was successful. Only a few tickets are left for the New Year's Celebration Dance on Friday, December 29, 2023. The ticket price is \$25, which includes a catered meal. She stated that the January dance has been canceled.

4. Arts and Crafts Fair Chair

Bill Oliver reported that the Arts and Crafts Fair was successful, with 52 vendors in attendance. In response to last year's vendor survey, the hours were extended to 4:30 p.m. on Friday and until 3:00 p.m. on Saturday. He thanked all the volunteers for their help. He added that the Pancake Breakfast was very well received, and he received many compliments from the participants on the food quality and the friendly and organized servers.

5. Street Fair

Carol Martin reported that they received several member registrations to join the Senior Center at the Street Fair.

6. 50-Year Celebration Committee

Pete Stong reported on the committee and their continued work. The invitations to the kick-off event on January 31, 2024, were sent to current and past COA Board members, city officials, and local dignitaries. He also reported that Simi Valley Adventist Health gave a generous donation of \$5,000 to help fund the anniversary events.

Janet Plant gave a shout-out to Pete Stong. She stated he is responsible for the generous donation and the desire of Adventist Health to partner with the COA events. She applauded his efforts to coordinate the development of an informational video.

12. Continued Business – None.

13. New Business

a. Receive and file the 2024 Calendar of Important COA Events

A copy of the proposed Calendar was attached to the Agenda. Marie Hale made a motion to receive and file the Calendar, and Al Brown seconded the motion.

Audience      10 Ayes      0 Nays      0 Abstentions

Board                    7 Ayes        0 Nays        0 Abstentions

Motion passed.

- 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.

Janet Plant moved to approve the recommendation, and Pete Stong seconded the motion.

Audience                9 Ayes        0 Nays        0 Abstentions

Board                    7 Ayes        0 Nays        0 Abstentions

Motion passed.

- 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.

Al Brown moved to approve the request, and Janet Plant seconded the motion.

Jeanie Mortensen indicated that the request was for software, not equipment, and would appear in the financial reports in a different area.

Al Brown withdrew his motion and introduced an amended motion to indicate the funds will be used for software. Janet Plant seconded the amended motion.

Audience                10 Ayes        0 Nays        0 Abstentions

Board                    7                0 Nays        0 Abstentions

Motion passed.

Discussion/Action to appoint a committee chair to research and purchase bingo software.

Ted Andrews was nominated as committee chair to research bingo software.

Board                      7 Ayes      0 Nays      0 Abstentions

Appointment passed.

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. COA 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, at 1:00 p.m.

No suggested items.
  
16. Adjournment - Carol Martin adjourned the meeting at 2:14 p.m.





## MEMORANDUM

**DATE:** December 11, 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 October 27, 2023, to November 28, 2023, and Year-to-date (YTD).

During the current period, the COA received \$8,041.30 in contributions from various sources, including a generous \$5,000.00 donation from an individual, \$200.00 from Friday Bingo, an additional \$2,175.00 in ticket sales for the New Year's Celebration Dance, \$600.00 in ticket sales from the October dance, and \$137.25 from coffee donations.

Also, during this period, the COA incurred expenses in the amount of \$2,746.91 which included COA Bookkeeper services, meal site entertainment, New Year's Celebration supplies, and items for the 50<sup>th</sup> Anniversary Celebration.

### October 27, 2023, to November 28, 2023 – Profit and Loss

REVENUES:	\$ 8,041.30
EXPENSES:	\$ <u>2,746.91</u>
NET INCOME:	\$ 5,294.39

### July 1, 2023, to November 28, 2023 – YTD Profit & Loss:

REVENUES:	\$ 26,775.35
EXPENSES:	\$ <u>19,415.34</u>
NET INCOME:	\$ 7,360.01

### November 28, 2023 – Balance Sheet:

The November 28, 2023, Balance Sheet (attached) shows the COA's financial solvency with \$480,735.51 in assets and no liabilities.

COA Treasurer and staff will be available to answer any questions at the December 11, 2023, meeting.

3:25 PM  
11/28/23  
Accrual Basis

**Simi Valley Council On Aging**  
**Profit & Loss**  
October 27 through November 28, 2023

	Oct 27 to Nov 28, 2023
<b>Income</b>	
4 · Contributed Support	
4010 · Individual Contribution	5,000.00
4020 · Designated Contribution	200.00
Total 4 · Contributed Support	5,200.00
5 · Earned Revenues	
5310 · Investment - Interest Gains	29.05
5490 · Miscellaneous Revenue	137.25
5560 · Ticket Sales	2,675.00
Total 5 · Earned Revenues	2,841.30
<b>Gross Profit</b>	<b>8,041.30</b>
 <b>Expense</b>	
7200 · Contract Services	
7540 · Professional Services	710.00
Total 7200 · Contract Services	710.00
8100 · Operating Expenses	
8112 · Food	-33.47
Total 8100 · Operating Expenses	-33.47
8500 · Program Expenses	
8510 · Supplies	1,396.32
8512 · Food	364.06
8580 · Musicians & Bands	285.00
8590 · Special Expenses	25.00
Total 8500 · Program Expenses	2,070.38
<b>Total Expense</b>	<b>2,746.91</b>
<b>Net Income</b>	<b>5,294.39</b>

3:27 PM  
11/28/23  
Accrual Basis

**Simi Valley Council On Aging**  
**Profit & Loss**  
**July 1 through November 28, 2023**

	<b>July 1 to Nov 28, 2023</b>
<b>Income</b>	
4 · Contributed Support	
4010 · Individual Contribution	5,304.00
4015 · Business Contribution	5,000.00
4020 · Designated Contribution	1,351.05
Total 4 · Contributed Support	11,655.05
5 · Earned Revenues	
5310 · Investment - Interest Gains	709.64
5490 · Miscellaneous Revenue	1,087.66
5560 · Ticket Sales	9,683.00
5580 · Table Reservations	3,640.00
Total 5 · Earned Revenues	15,120.30
<b>Total Income</b>	<b>26,775.35</b>
<b>Expense</b>	
7200 · Contract Services	
7540 · Professional Services	1,330.00
Total 7200 · Contract Services	1,330.00
8100 · Operating Expenses	
8110 · Supplies	468.20
8112 · Food	-33.47
8120 · Advertising	124.93
8125 · Video Rentals	49.79
8135 · Investment - Int. Loss/Charges	1,417.31
8160 · Equipment Maintenance	94.98
8165 · Equipment Purchase	601.16
Total 8100 · Operating Expenses	2,722.90
8500 · Program Expenses	
8510 · Supplies	3,066.23
8512 · Food	4,136.21
8535 · Community/Club Support	3,000.00
8560 · Prizes	1,700.00
8580 · Musicians & Bands	3,335.00
8590 · Special Expenses	125.00
Total 8500 · Program Expenses	15,362.44
<b>Total Expense</b>	<b>19,415.34</b>
<b>Net Income</b>	<b>7,360.01</b>

3:28 PM  
11/28/23  
Accrual Basis

**Simi Valley Council On Aging**  
**Balance Sheet**  
As of November 28, 2023

Nov 28, 2023

**ASSETS**

Current Assets

Checking/Savings

1105 · U.S. Bank Savings (1105) 235,695.11

5601 · U.S. Bank Checking (5601) 218,293.53

Total Checking/Savings 453,988.64

Accounts Receivable

11000 · Accounts Receivable 894.71

Total Accounts Receivable 894.71

Total Current Assets 454,883.35

Other Assets

9601 · VCCF Endowment Fund 25,852.16

Total Other Assets 25,852.16

**TOTAL ASSETS 480,735.51**

**LIABILITIES & EQUITY**

Equity

30000 · Opening Balance Equity 390,734.23

32000 · Unrestricted Net Assets 82,641.27

Net Income 7,360.01

Total Equity 480,735.51

**TOTAL LIABILITIES & EQUITY 480,735.51**



## MEMORANDUM

**DATE:** December 11, 2023

**TO:** Simi Valley Council On Aging

**FROM:** Jean Cecil, Council On Aging Dance Chair

**SUBJECT:** DISCUSSION/ACTION ON A REQUEST TO INCREASE THE FISCAL YEAR 2023-24 DANCE BUDGET BY \$2,700

It is requested that the Council On Aging (COA) consider approving an increase to the Fiscal Year (FY) 2023-24 dance budget in the amount of \$2,700. The committee has performed a mid-year budget review and has determined that the existing expenditure budget of \$6,875 will not be sufficient to fund the dances for the remainder of FY 2023-24 due to expenditures associated with the New Year's Celebration Dance.

After reviewing the costs associated with the catered food, entertainment, and supplies for the New Year's Celebration Dance, the committee has determined that the increased costs will exhaust the expenditure budget available for dances through the end of the fiscal year. Despite expenditure reductions such as eliminating snacks and limiting decorations at regular dances, additional funding will still be needed to offer dances in the third and fourth quarters of the fiscal year. The committee anticipates offsetting the increased expenditures with revenues resulting from increased ticket price sales for the New Year's Celebration Dance, the solicitation of sponsorships, and increased promotion to attract more participation in future dances.

Should this request be approved, it will ensure the dance committee can offer an enhanced New Year's Celebration Dance, as well as dances through the end of FY 2023-24. It is anticipated that all expenditures will be fully offset by revenues, therefore resulting in a net zero balance on the FY 2023-24 dance budget.

The Treasurer has confirmed that the COA does have the reserves to fund this request. Should this request be approved, a budget increase amendment to the COA's dance budget (Account 8510-supplies, \$300 and 8512-food, \$2,400) will need to be increased by the approved amount, and the dance income budget will need to be increased by \$2,700.