



# Simi Valley Council On Aging

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

Monday, February 12, 2024

1:00 p.m.

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Agenda Review
4. Approval of Minutes
5. Report 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
  - a. Ventura County Area Agency on Aging (Roger Horne)
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. Election of COA Chair
  - b. Election of COA Officers
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. Financial Abuse Specialist Team (FAST) Liaison (Carol Martin)
  - c. Representative Report
    1. VCAAA Representative (Al Brown, see attached)

### **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 (Jean Cecil)
  - 3. COA Furniture Replacement Committee (Pete Stong)
  - 4. 50<sup>th</sup> Anniversary Celebration Committee (Janet Plant & Pete Stong)
  - 5. Bingo Bonanza (Ted Andrews)
  - 6. Wellness Expo (Pete Strong & Carol Martin)
  
- 12. Continued Business – None
  
- 13. New Business – None
  
- 14. Announcements of Upcoming COA/Senior Center Events/Programs
  - a. COA Dance, March 8, 2024
  - b. Easter Breakfast, March 31, 2024
  - c. Bingo Bonanza, April 6, 2024
  
- 15. Suggested agenda items for the COA meeting on Monday, March 11, 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 - Pete Stong called the meeting to order at 1:01 p.m., and Robert Martin led the Pledge of Allegiance.
2. Roll Call - Marie Hale called Roll Call. Members present were Ted Andrews, Al Brown, Marie Hale, Jeanie Mortensen, Janet Plant, Jeanne Schomaker, and Pete Stong. Carol Martin 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 - Al Brown moved to approve the minutes of the meeting on December 11, 2023, and Janet Plant seconded the motion. The motion passed unanimously
5. Report of Council On Aging (COA) Chair

Vice Chair Pete Stong welcomed all in attendance and reminded everyone of the 50<sup>th</sup> Anniversary celebration on January 31, 2024.

#### 6. Representative Reports

##### a. City Council

City Council Member Elaine Litster reported that the City Council will meet this evening. On the schedule is the allocation of \$25,000 in grant money to non-profits. She went on a tour of the Simi Valley Town Center, reporting that there is more business going on than some might assume. She congratulated the COA Dance Committee for front-page coverage in the Simi Valley Acorn newspaper.

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

##### c. Senior Center

Community Services Manager Angel Sierra turned over his report to Candace Gray for an update on upcoming events at the Senior Center, including an "Age Well, Drive Smart" class presented by the California Highway Patrol on January 18, an AARP Smart Driver workshop on February 22 and 23, a Simi Valley Police Department Fraud and Scams class on February 26, and Simi Valley Transit's "Travel Training" program on February 8, 2024.

7. Presentations - None

8. Public Statements

Stephanie Erbe, with the Simi Valley Library, gave information on upcoming programs at the library, including a Master Gardener class on January 11, "Laughter at the Library," a comedy show on January 18, and a "Meet the Author" presentation featuring Jane Austen on January 25, 2024.

9. Informational Presentations

a. Wayne Templeton Volunteer of the Year Award

Ed Mazeika presented Hilda Knapton with the 2023 Wayne Templeton Volunteer of the Year Award. Ms. Knapton has served the senior community as a Senior Center desk ambassador, volunteering with the Senior Share program and with several Senior Center events. Hilda was presented with a plaque, flowers, and a small gift. Hilda also received recognition from Council Member Elaine Litster, a representative from Supervisor Janice Parvin's office, a representative from Assemblymember Jacqui Irwin's office, and COA Vice Chair Pete Stong.

b. Introduction of Executive Board Candidates

Ed Mazeika announced the eight eligible candidates for the five open positions on the Executive Board. After briefly explaining the Executive Board duties, Ed invited each candidate to briefly describe their desire to serve on the Executive Board. The candidates are Ted Andrews, Al Brown, Jean Cecil, Clyde "Bill" Oliver, Sandi Otto, Jeanne Schomaker, Pete Stong, and Becky Wilder.

c. Open election of COA Executive Board Members

Ed Mazeika and Angel Sierra distributed paper ballots to the Executive Board and all attendees, instructing them to vote only for five candidates. Any ballots with more than five would be disqualified. Before the announcement of the candidates that were elected, the committee indicated that there was a tie for the last position. A show of hands vote was taken to break the tie.

10. Appointments - None

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

a. Officer Reports

1. Recording Secretary - No report.

2. Corresponding Secretary

Janet Plant reported receiving a generous donation to the Senior Share program from The Golden Valley Lodge in Canoga Park. A thank you correspondence was sent to them.

3. Treasurer

Jeannie Mortensen referred to the financial reports for information. She indicated that the cut-off dates were slightly different due to the end-of-year reporting, and the recent donation from Golden Valley Lodge was not showing on this report due to ending dates. She also reported that staff was working with U.S. Bank to transfer funds from the COA savings account into a CD account.

b. Liaison Reports

1. Housing Liaison

Bob Cottle reported that there are no new plans or available senior housing units at this time.

2. Financial Abuse Specialist Team (FAST) - No report.

c. COA - Representative Report

1. VCAAA Representative

Al Brown reported that the VCAAA Advisory Council did not meet in December. He also reported a vacancy for the COA's second representative position.

d. COA Ad Hoc Committees

1. Community Senior Needs Assessment

Jeanie Mortensen reported that the final report is being prepared for presentation to the City Council and publication.

2. Dance Committee

Jean Cecil reported on the success of the New Year's Celebration Dance and showed the article that appeared on the front page of the Simi Valley Acorn newspaper.

3. Senior Nutrition Program

Ed Mazeika gave a report on the three Senior Center food programs for the period of July 1, 2023, through December 31, 2023:

- Meals On Wheels has 60 volunteer drivers and delivered 21,958 meals.
- Senior Share distributed 2,609 bags of groceries.
- Congregate meals (in-person lunch) served 14,862 meals.

4. Furniture Replacement

Pete Stong reported a budget of \$40,000 for furniture replacement and that a bid has been placed for replacing chairs.

5. 50<sup>th</sup> Anniversary Celebration Committee

Janet Plant reminded everyone of the 50<sup>th</sup> Anniversary Celebration on January 31, 2024, from 2:00 p.m. to 4:00 p.m. in the Multipurpose Room. Seating will be first-come, first-served. Pete Stong added that there will be entertainment and refreshments. The commemorative 50<sup>th</sup> Anniversary pins were handed out to all in attendance.

6. Bingo Bonanza

Ted Andrews reported that the next Bingo Bonanza will be on Saturday, April 6, 2024.

7. Wellness Expo

Pete Stong indicated that planning is going well for the Wellness Expo on May 15, 2024, including plans for more personal assessments and presentations to make the Expo more eventful.

12. Continued Business – None

13. New Business

- a. Discussion/Action on a recommendation to the City Council to appoint the COA Executive Board candidates elected by the general membership.

Motion made by Ted Andrews and seconded by Janet Plant to recommend to the City Council the appointment of COA Executive Board candidates elected by the general membership as follows: Ted Andrews, Al Brown, Jean Cecil, Clyde "Bill" Oliver, and Pete Stong.

Audience            16 Ayes        0 Nays        0 Abstentions

Board                7 Ayes        0 Nays        0 Abstentions

Motion approved.

14. Announcements of Upcoming COA/Senior Center Events/Programs
  - a. COA Dance, Friday, January 12, 2024 - Canceled
  - b. COA 50<sup>th</sup> Anniversary Celebration Kick-off, Wednesday, January 31, 2024
  - c. COA Dance Friday, February 8, 2024
  
15. Suggested agenda items for the COA meeting on Monday, February 12, 2024, at 1:00 p.m. – None.
  
16. Adjournment at 2:03 p.m.



## MEMORANDUM

**DATE:** February 12, 2024  
**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 December 13, 2023, to January 23, 2024, and Year-to-date (YTD).

During the current period, the COA received \$2,214.05 in contributions from various sources, including \$500 from an anonymous donor, \$1,500 from the Golden Valley Lodge, \$250.65 from Friday Bingo, and \$38.40 from coffee donations. The negative amount in Ticket Sales is due to an advance for the February dance cashbox.

Also, during this period, the COA incurred expenses in the amount of \$4,073.39, which included COA Bookkeeper services, video services for the 50<sup>th</sup> Anniversary, meal site entertainment, the Wayne Templeton award, video rental license, refrigerator repair and supplies for Senior Share, supplies for the February dance, and coffee for our coffee service.

### **December 13, 2023, to January 23, 2024 – Profit and Loss**

REVENUES:	\$ 2,214.05
EXPENSES:	\$ <u>4,073.39</u>
NET INCOME:	\$ (1,859.34)

### **July 1, 2023 to January 23, 2024 – YTD Profit & Loss:**

REVENUES:	\$ 29,961.24
EXPENSES:	\$ <u>29,907.48</u>
NET INCOME:	\$ 53.76

### **January 23, 2024 – Balance Sheet:**

The January 23, 2024, Balance Sheet (attached) shows the COA's financial solvency with \$473,700.35 in assets and \$271.09 in liabilities (unpaid PCard purchases). The amount in Accounts Receivable is Friendsgiving expenses, for which we are awaiting reimbursement from the Ventura County Area Agency on Aging.

The COA Treasurer and staff will be available to answer any questions at the February 12, 2024, meeting.



Simi Valley Council On Aging  
**Profit & Loss**  
December 13, 2023 through January 23, 2024

	<u>Dec 13, 2023 to</u> <u>Jan 23, 2024</u>
<b>Income</b>	
4 · Contributed Support	
4010 · Individual Contribution	500.00
4015 · Business Contribution	1,500.00
4020 · Designated Contribution	250.65
Total 4 · Contributed Support	<u>2,250.65</u>
5 · Earned Revenues	
5490 · Miscellaneous Revenue	38.40
5560 · Ticket Sales	-75.00
Total 5 · Earned Revenues	<u>-36.60</u>
<b>Total Income</b>	<b><u>2,214.05</u></b>
<b>Expense</b>	
7200 · Contract Services	
7540 · Professional Services	980.00
Total 7200 · Contract Services	<u>980.00</u>
8100 · Operating Expenses	
8110 · Supplies	133.64
8125 · Video Rentals	40.97
8130 · Membership Fees	340.37
8135 · Investment - Int. Loss/Charges	5.40
8160 · Equipment Maintenance	496.78
Total 8100 · Operating Expenses	<u>1,017.16</u>
8500 · Program Expenses	
8510 · Supplies	1,164.36
8512 · Food	352.87
8520 · Advertising	89.00
8580 · Musicians & Bands	445.00
8590 · Special Expenses	25.00
Total 8500 · Program Expenses	<u>2,076.23</u>
<b>Total Expense</b>	<b><u>4,073.39</u></b>
<b>Net Income</b>	<b><u><u>-1,859.34</u></u></b>

Simi Valley Council On Aging  
**Profit & Loss**  
July 1, 2023 through January 23, 2024

	<u>Jul 1, 2024 to Jan 23, 2024</u>
<b>Income</b>	
4 · Contributed Support	
4010 · Individual Contribution	6,184.00
4015 · Business Contribution	6,500.00
4020 · Designated Contribution	1,719.70
Total 4 · Contributed Support	<u>14,403.70</u>
5 · Earned Revenues	
5310 · Investment - Interest Gains	754.71
5490 · Miscellaneous Revenue	1,353.83
5560 · Ticket Sales	9,809.00
5580 · Table Reservations	3,640.00
Total 5 · Earned Revenues	<u>15,557.54</u>
<b>Total Income</b>	<b><u>29,961.24</u></b>
<b>Expense</b>	
7200 · Contract Services	
7540 · Professional Services	4,470.00
Total 7200 · Contract Services	<u>4,470.00</u>
8100 · Operating Expenses	
8110 · Supplies	730.83
8112 · Food	-33.47
8125 · Video Rentals	151.71
8130 · Membership Fees	340.37
8135 · Investment - Int. Loss/Charges	1,422.71
8160 · Equipment Maintenance	591.76
8165 · Equipment Purchase	698.66
Total 8100 · Operating Expenses	<u>3,902.57</u>
8500 · Program Expenses	
8510 · Supplies	4,643.04
8512 · Food	6,930.29
8520 · Advertising	676.58
8535 · Community/Club Support	3,500.00
8560 · Prizes	1,700.00
8580 · Musicians & Bands	3,935.00
8590 · Special Expenses	150.00
Total 8500 · Program Expenses	<u>21,534.91</u>
<b>Total Expense</b>	<b><u>29,907.48</u></b>
<b>Net Income</b>	<b><u>53.76</u></b>

2:33 PM  
01/23/24  
Accrual Basis

**Simi Valley Council On Aging**  
**Balance Sheet**  
As of January 23, 2024

	<u>Jan 23, 2024</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1105 · U.S. Bank Savings (1105)	235,740.18
5601 · U.S. Bank Checking (5601)	211,213.30
Total Checking/Savings	<u>446,953.48</u>
Accounts Receivable	
11000 · Accounts Receivable	894.71
Total Accounts Receivable	<u>894.71</u>
Total Current Assets	447,848.19
Other Assets	
9601 · VCCF Endowment Fund	25,852.16
Total Other Assets	<u>25,852.16</u>
<b>TOTAL ASSETS</b>	<b><u><u>473,700.35</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
Credit Cards	
4178 · COA Corporate Account	271.09
Total Credit Cards	<u>271.09</u>
<b>Total Liabilities</b>	<b><u>271.09</u></b>
<b>Equity</b>	
30000 · Opening Balance Equity	390,734.23
32000 · Unrestricted Net Assets	82,641.27
Net Income	53.76
<b>Total Equity</b>	<b><u><u>473,429.26</u></u></b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>473,700.35</u></u></b>



## MEMORANDUM

**DATE:** February 12, 2024

**TO:** Simi Valley Council On Aging

**FROM:** Al Brown, Council On Aging Board Member

**SUBJECT:** VENTURA COUNTY AREA AGENCY ON AGING ADVISORY COUNCIL REPORT

The Ventura County Area Agency on Aging (VCAAA) is required to present a Strategic Plan to the California Department of Aging every four years. This year, the VCAAA will submit its Fiscal Year 2024-2028 Strategic Plan to the County Board of Supervisors for review and approval. Once approved, it will be presented to the California Department of Aging by May 1, 2024.

The Advisory Council has the role of providing input into the development of that plan, and it began at the last meeting of the VCAAA Advisory Council on January 10, 2024.

Some of the focuses included in the Strategic Plan are plans to improve the quality of life for seniors, improve housing availability, improve mental health access, improve independent living options, and to determine how VCAAA will respond to and address issues and concerns.

A survey is being developed by the VCAAA which will be used to help achieve the goals of the Strategic Plan and will be available to anyone who is interested in taking it.

It was noted that the State Budget will have heavy cuts due to an anticipated decrease in revenue. VCAAA is likely to be impacted by the projected funding cuts.

It was reported that the name VCAAA will likely remain in place after the VCAAA merges with the Human Services Agency.