



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

Monday, March 11, 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 (Pete Stong)
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. Budget review
10. Appointments
  - a. Community Projects Grant 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 (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)

### **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. 50<sup>th</sup> Anniversary Celebration Committee (Janet Plant & Pete Stong)
  - 2. Bingo Bonanza (Ted Andrews)
  - 3. COA Dance Committee (Jean Cecil)
  - 4. COA Furniture Replacement Committee (Pete Stong)
  - 5. Community Senior Needs Assessment (Jeanie Mortensen)
  - 6. Strategic Planning Committee (Jeanie Mortensen and Janet Plant)
  - 7. Wellness Expo (Pete Stong & Carol Martin)

12. Continued Business – None

13. New Business - None

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

- a. Easter Breakfast, March 31, 2024
- b. Bingo Bonanza, April 6, 2024
- c. COA Dance, April 12, 2024

15. Suggested agenda items for the Monday, April 8, 2024 COA meeting.

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 1:00 p.m. Angel Sierra led the Pledge of Allegiance.
2. Roll Call – Marie Hale called Roll Call. Members present were Ted Andrews, Al Brown, Jean Cecil, Marie Hale, Carol Martin, Jeanie Mortensen, Bill Oliver, Janet Plant, and Pete Stong. 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 - Ted Andrews moved to approve the minutes of the meeting on January 8, 2024, and Janet Plant seconded the motion. The motion passed unanimously.
5. Report of Council On Aging (COA) Chair

Carol Martin reminded the audience that COA Executive Board elections were held at last month's COA meeting. She welcomed newly elected Board members Jean Cecil and Bill Oliver and re-elected Board members Ted Andrews, Al Brown, and Pete Stong. She also extended thanks to Jeanne Schomaker for serving on the Board. She thanked everyone who applied for the COA Executive Board and encouraged them to get involved with the many other COA volunteer opportunities.

Carol reported that she recently attended a Health Fair at Simi Valley Town Center, during which she was looking for new ideas for the Wellness Expo. She thanked everyone who attended the COA 50<sup>th</sup> Anniversary and said that Co-chairs Janet Plant and Pete Stong would report more details.

6. Representative Reports
  - a. City Council

City Council Member Mike Judge reported that the Macy's store at the Simi Town Center is closing and the Center's owners' plans for the Town Center are up in the air again. He also mentioned that there are now two 24-hour restaurants in Simi with Denny's on the east side and IHOP on the west side. The Simi High School football team will be honored at tonight's City Council meeting for their CIF Championship win. He also encourages people to vote in the primary election as soon as they can and to use the ballot drop box by City Hall because it is monitored and ballots are picked up three times a week.

City Council Member Elaine Litster complimented the COA 50<sup>th</sup> Anniversary committee for its well-organized and well-attended event and said she enjoyed participating. She reported that at the last City Council meeting, there was a presentation by CalTrans about the “beautification” landscaping work on the off-ramps of the 118, as well as a discussion about a proposed Transit Center at Tapo Canyon Road and Avenida Simi. She also encouraged people to attend tonight’s City Council meeting to honor Simi High as CIF champions. Also on tonight’s meeting agenda is a proposal to conduct a feasibility study for an amphitheater at the Simi Valley Civic Center and a request to allocate COVID-19 grant money to Rancho Simi Recreation and Park District to pay for new swimming pool decking.

b. City Manager’s Office - No report.

c. Senior Center

Community Services Manager Angel Sierra thanked the COA 50<sup>th</sup> Anniversary Committee members for their hard work in planning the January 31, 2024, event. He emphasized that the Senior Center remains open even during inclement weather, such as during heavy rainfall and severe wind. He also reminded everyone that the Senior Center is closed on Monday for the holiday.

## 7. Presentations

a. Ventura County Area Agency on Aging

Roger Horne, Ventura County Area Agency on Aging (VCAAA) Public Information Officer, presented a slide show that gave an overview of the many services VCAAA offers to help seniors. The goal of VCAAA is to provide services to allow seniors to live comfortably and safely in their homes for as long as possible. He said that Project Lifesaver is a pilot program that provides location-tracking bracelets to people with dementia who are at risk of becoming lost; however, the pilot program is not currently offered in Simi Valley. He said information on all services is available in hard-copy Live Well magazines and at the agency’s website at [www.vcaaa.org](http://www.vcaaa.org).

## 8. Public Statements

Stephanie Erbe with Simi Valley Library gave an update on the programs available at the Simi Valley Public Library. They include Tissue Paper Watercolor Art on February 13, Read Across America on February 24, and a Women’s History event on March 14.

Al Brown announced that the City is accepting nominations for the 2024 Community Volunteer of the Year.

9. Informational Presentations – None.

10. Appointments

a. Election of COA Chair

Janet Plant nominated Pete Stong, and Marie Hale nominated Carol Martin.

There were no other nominations and nominations were closed.

By a 7 – 2 show of hands vote, Pete Stong was appointed Chair.

b. Election of COA Officers

Vice Chair

Carol Martin self-nominated and Pete Stong nominated Janet Plant.

There were no other nominations and nominations were closed.

By a 5 – 4 show of hands vote, Carol Martin was appointed Vice Chair.

Recording Secretary

Bill Oliver nominated Marie Hale.

There were no other nominations and nominations were closed.

Marie Hale was appointed unanimously as Recording Secretary.

Corresponding Secretary

Janet Plant self-nominated.

There were no other nominations and nominations were closed.

Janet Plant was appointed unanimously as Corresponding Secretary.

Treasurer

Bill Oliver nominated Jeanie Mortensen.

There were no other nominations and nominations were closed.

Jeanie Mortensen was appointed unanimously as Treasurer.

At the conclusion of the COA Board appointment of officers, Carol Martin passed the gavel to Pete Stong to preside over the rest of the meeting.

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 generous donation was received at the 50<sup>th</sup> Anniversary Celebration.

3. Treasurer

Jeanie Mortensen referred to the Treasurer's reports included in the agenda packet. She said a new liability account is shown on the Balance Sheet for purchases that have been made by credit card but for which the COA has not yet paid because the associated credit card bill has not been paid yet. She also said that the \$894.71 in Accounts Receivable payment from the Ventura County Area Agency on Aging for the Friendsgiving Lunch held last fall has been received but was deposited after the Balance Sheet report date.

4. Housing Liaison

Bob Cottle reported that the Area Housing Authority is accepting applications for the Section 8 housing waitlist lottery, and the deadline to apply is February 13, 2024. He said the Ventura County Continuum of Care Alliance has 63 emergency housing vouchers for seniors available. There is a housing project with 50 senior housing units as part of the North Canyon Ranch development north of the Avalon Apartments, which are north of the Simi Town Center. That project should be ready to go before the Planning Commission in the summer of 2024.

5. Financial Abuse Specialist Team (FAST)

Carol Martin reported that the Simi Valley Police Department will offer a presentation on the latest scams on February 26 at the Senior Center. She stated that FAST Scams presentations will resume in

March on the 3<sup>rd</sup> Wednesday of each month at 12:00 p.m. during lunch.

b. Representative Report

1. VCAAA Representative

Al Brown thanked Roger Horne for his presentation and referred people to his written report, which was included in the agenda packet.

c. Ad Hoc Committees

1. Community Senior Needs Assessment

Jeanie Mortensen gave a slide show summarizing some of the comments/questions people wrote in the Assessment. A short discussion was held on some of the results. She reported that responses and comments will be combined into one comprehensive report for submission to the City Council.

2. COA Dance Committee

Jean Cecil reported on a very successful Valentine's Dance with 96 attendees and an income of \$960. This was the first time that music was provided by a DJ instead of a live band, and it was well received. The Pier 101 band will play at the March dance.

3. COA Furniture Replacement

Pete Stong reported that 45 chairs have been ordered to replace the chairs in Classroom 106 and is pending City Purchasing Department approval. In addition, 15 chairs for the public seating in the north lobby are also pending City approval.

4. 50<sup>th</sup> Anniversary Celebration Committee

Janet Plant and Pete Stong thanked the committee for all the work involved in the celebration. Janet gave special thanks to Martin Gonzalez for creating the excellent video. She also thanked the Senior Center staff and the Board for their help.

5. Bingo Bonanza

Ted Andrews reported he has had difficulties procuring the type of bingo software needed. One company will not sell their software to customers in California because of their interpretation of a California

law, and he is working with another vendor to sort out technical difficulties downloading their demo software. The next Bingo Bonanza event is scheduled for April 6, and the COA may have to use the current bingo equipment.

6. Wellness Expo

Pete Stong reported that 20 exhibitors have already signed up to participate and that Adventist Health Simi Valley is the event sponsor again. He stated that the Simi Valley Chamber of Commerce will encourage its members to attend and participate and that 99.1 The Ranch radio station may give the Expo some airtime. Amgen and Johnson & Johnson are interested in providing health screenings.

12. Continued Business – None.

13. New Business – None.

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

a. COA Dance, Friday, 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, at 1:00 p.m. – None.

16. Adjournment

The meeting was adjourned at 2:35 p.m.





## MEMORANDUM

**DATE:** March 11, 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 January 24, 2024, to February 21, 2024, and Year-to-date (YTD).

During the current period, the COA received \$3,349.62 in contributions from various sources, including \$800 from Rotary for the pancake breakfast, \$875 in table reservations for the upcoming Wellness Fair, \$200 in ticket sales for the upcoming Bingo Bonanza, \$278.10 from Friday Bingo, \$960 from the February COA Dance, \$186.52 from the Coffee Concession and a \$50 donation as a result of the 50<sup>th</sup> Anniversary celebration.

Also, during this period, the COA incurred expenses in the amount of \$2,580.33, which included COA Bookkeeper services, advertising, food and supplies for the 50<sup>th</sup> Anniversary, supplies and musicians for Meal Site Entertainment, the Netflix and karaoke subscriptions, supplies and food for Senior Share, musicians for the March dance, and supplies for our Coffee Service.

### January 24, 2024, to February 21, 2024 – Profit and Loss

REVENUES:	\$ 3,349.62
EXPENSES:	\$ <u>2,580.33</u>
NET INCOME:	\$ 769.29

### July 1, 2023 to February 21, 2024 – YTD Profit & Loss:

REVENUES:	\$ 35,079.41
EXPENSES:	\$ <u>33,216.57</u>
NET INCOME:	\$ 1,862.84

### February 21, 2024 – Balance Sheet:

The February 21, 2024, Balance Sheet (attached) shows the COA's financial solvency with \$474,704.37 in assets and \$533.97 in liabilities (unpaid P-card purchases).

We are in the process of moving \$125,000 from the savings account into CDs with U.S. Bank. One is a 9-month CD, and the other is a 12-month CD. These will show up on the balance sheet next month.

COA Treasurer and staff will be available to answer any questions at the March 11, 2024 meeting.

Simi Valley Council On Aging  
**Profit & Loss**  
January 24 through February 21, 2024

	<u>Jan 24 - Feb 21, 2024</u>
<b>Income</b>	
4 · Contributed Support	
4010 · Individual Contribution	50.00
4020 · Designated Contribution	278.10
Total 4 · Contributed Support	<u>328.10</u>
5 · Earned Revenues	
5490 · Miscellaneous Revenue	186.52
5560 · Ticket Sales	1,960.00
5580 · Table Reservations	875.00
Total 5 · Earned Revenues	<u>3,021.52</u>
<b>Total Income</b>	<b><u>3,349.62</u></b>
<b>Expense</b>	
7200 · Contract Services	
7540 · Professional Services	485.00
Total 7200 · Contract Services	<u>485.00</u>
8100 · Operating Expenses	
8125 · Video Rentals	25.48
8135 · Investment - Int. Loss/Charges	0.50
Total 8100 · Operating Expenses	<u>25.98</u>
8500 · Program Expenses	
8510 · Supplies	208.33
8512 · Food	266.02
8520 · Advertising	325.00
8580 · Musicians & Bands	1,245.00
8590 · Special Expenses	25.00
Total 8500 · Program Expenses	<u>2,069.35</u>
<b>Total Expense</b>	<b><u>2,580.33</u></b>
<b>Net Income</b>	<b><u><u>769.29</u></u></b>

Simi Valley Council On Aging  
**Profit & Loss**  
July 1, 2023 through February 21, 2024

	<u>Jul 1, 2023 - Feb 21, 2024</u>
<b>Income</b>	
4 · Contributed Support	
4010 · Individual Contribution	6,234.00
4015 · Business Contribution	6,500.00
4020 · Designated Contribution	1,997.80
Total 4 · Contributed Support	<u>14,731.80</u>
5 · Earned Revenues	
5310 · Investment - Interest Gains	2,523.26
5490 · Miscellaneous Revenue	1,540.35
5560 · Ticket Sales	11,769.00
5580 · Table Reservations	4,515.00
Total 5 · Earned Revenues	<u>20,347.61</u>
<b>Total Income</b>	<b><u>35,079.41</u></b>
<b>Expense</b>	
7200 · Contract Services	
7540 · Professional Services	4,955.00
Total 7200 · Contract Services	<u>4,955.00</u>
8100 · Operating Expenses	
8110 · Supplies	730.83
8112 · Food	-33.47
8125 · Video Rentals	177.19
8130 · Membership Fees	340.37
8135 · Investment - Int. Loss/Charges	2,151.97
8160 · Equipment Maintenance	591.76
8165 · Equipment Purchase	1,047.16
Total 8100 · Operating Expenses	<u>5,005.81</u>
8500 · Program Expenses	
8510 · Supplies	4,502.87
8512 · Food	7,196.31
8520 · Advertising	1,001.58
8535 · Community/Club Support	3,500.00
8560 · Prizes	1,700.00
8580 · Musicians & Bands	5,180.00
8590 · Special Expenses	175.00
Total 8500 · Program Expenses	<u>23,255.76</u>
<b>Total Expense</b>	<b><u>33,216.57</u></b>
<b>Net Income</b>	<b><u>1,862.84</u></b>

12:14 PM  
02/21/24  
Accrual Basis

**Simi Valley Council On Aging**  
**Balance Sheet**  
As of February 21, 2024

Feb 21, 2024

**ASSETS**

Current Assets

    Checking/Savings

        1105 · U.S. Bank Savings (1105) 235,740.18

        5601 · U.S. Bank Checking (5601) 212,072.24

    Total Checking/Savings 447,812.42

Total Current Assets 447,812.42

Other Assets

    9601 · VCCF Endowment Fund 26,891.95

Total Other Assets 26,891.95

**TOTAL ASSETS** **474,704.37**

**LIABILITIES & EQUITY**

Liabilities

    Current Liabilities

        Credit Cards

            4178 · COA Corporate Account -533.97

        Total Credit Cards -533.97

    Total Current Liabilities -533.97

Total Liabilities -533.97

Equity

    30000 · Opening Balance Equity 390,734.23

    32000 · Unrestricted Net Assets 82,641.27

    Net Income 1,862.84

Total Equity 475,238.34

**TOTAL LIABILITIES & EQUITY** **474,704.37**