



# Simi Valley Council On Aging

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

Monday, May 13, 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. Introduction of COA Ventura County Area Agency on Aging Advisory Council Representative candidate(s).

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 Mortensen, see attached)
- b. Liaison Reports
  1. Housing Liaison (Bob Cottle)
  2. Financial Abuse Specialist Team (FAST) Liaison (Carol Martin)
- c. Representative Report
  1. Ventura County Area Agency on Aging Advisory Council 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. COA Dance Committee (Jean Cecil)
  - 2. Senior Nutrition Program (Ed Mazeika)
  - 3. COA Furniture Replacement Committee (Pete Stong)
  - 4. Strategic Planning Committee (Jeanie Mortensen and Janet Plant)
  - 5. Wellness Expo (Pete Stong & Carol Martin)
  
- 12. Continued Business – None
  
- 13. New Business
  - a. Discussion/Action on a recommendation to the City Council to appoint the Council On Aging's Ventura County Area Agency on Aging Advisory Council Representative.
  
  - b. Discussion/Action on a request to memorialize Joe Beautz on the Council On Aging Recognition Wall and fund the purchase of a plaque at a cost not to exceed \$150.
  
- 14. Announcements of Upcoming COA/Senior Center Events/Programs
  - a. Wellness Expo, May 15, 2024
  - b. Older Americans Month Celebration, May 16, 2024
  - c. COA Dance, June 14, 2024
  - d. COA Dark, July and August
  
- 15. Suggested agenda items for the Monday, June 10, 2024 COA meeting.
  
- 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 – Chair Pete Stong 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, Jean Cecil, Marie Hale, Bill Oliver, Janet Plant, 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 – Al Brown moved to approve the minutes of the meeting on March 11, 2024, and Janet Plant seconded the motion. The motion passed unanimously.

5. Report of Council On Aging (COA) Chair

Pete Stong briefly reported on the success of the recent Bingo Bonanza and said that Ted Andrews will provide a report later in the meeting.

6. Representative Reports

- a. City Council – No report.
- b. City Manager’s Office – No report.
- c. Senior Center

Acting Management Assistant Candace Gray reported on several upcoming events at the Senior Center, including health screening by the Moorpark student nurses on April 19, a Hip and Knee Replacement presentation on April 23, a presentation by the DMV on how to prepare for the DMV test on April 30, and travel training offered by Simi Valley Transit staff on May 14, 2024. Candace also reported that the City Council would be presenting Honorary Resolutions to Pete Stong as the 2024 City Volunteer of the Year and Marie Bennett as the 2024 Community Volunteer of the Year at the April 15, 2024, City Council meeting at 6:30 pm.

7. Presentations – None.

8. Public Statements

Simi Valley Library representative Stephanie Erbe spoke about upcoming events, including “Meet the Author – Louisa May Alcott” on April 11, 2024, a Master

Gardener Class on May 2, 2024, and the start of the Summer Reading program on June 8, 2024. She left flyers with more details.

Bill Oliver spoke about the new Adventist Health Farmers Market, which is held every Tuesday from 10:00 a.m. to 3:00 p.m. across from the Adventist Health Simi Valley hospital building.

Sally Westlake, Targeted Outreach Specialist with the California Department of Financial Protection and Innovation, spoke about the need to beware of fraud and relayed the importance of checking annual credit reports. She left flyers with information on how to obtain free annual credit reports.

9. Informational Presentations – None.
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 the receipt of several donations in honor of Teri Thomson, and that thank you notes were sent.
    3. Treasurer  
In the treasurer's absence, Pete Stong gave an overview of some items on the financial reports. Angel Sierra reported that interest-earning Certificates of Deposit are being opened at U.S. Bank.
  - b. Liaison Reports
    1. Housing Liaison  
Bob Cottle reported that there is no new information on available senior housing in Simi Valley.
    2. Financial Abuse Specialist Team (FAST) Liaison - No report.
  - c. Representative Report
    1. VCAAA Representative  
Al Brown referred everyone to the detailed written report attached to the agenda. He particularly pointed out that the California Public

Utilities Commission, at the direction of the California State Legislators, is proposing to charge most residential ratepayers a Utility Tax of \$24 to \$70 per month, which could be increased in the future. The amount each customer pays would be based on household income. Our state representatives from Ventura County have introduced a bill, AB 1999, to put a \$10/month cap back on the Utility Tax which could not be raised in the future. This modification is being proposed on June 15, 2024. Al strongly recommended that all residents contact their state representatives to call for support of the pending Ventura County proposal.

d. Ad Hoc Committees

1. Bingo Bonanza

Ted Andrew reported that the recent Bingo Bonanza was the most successful in all the years he has chaired the event. The attendance was maxed out at 150 and people were turned away at the door. The event grossed \$6,000. Ted thanked all the volunteers who worked to make the event so successful. Ted also reported that work to replace the old bingo board and equipment is continuing and hopes that this was the last time it will be used for a Bingo Bonanza.

2. COA Dance Committee

Jean Cecil reported that the next dance is on April 12, 2024. The band is Rhythm Kings, the theme is Spring Fling, and the cost is \$10. Two gift baskets were donated, and they will be raffled off at the dance.

3. COA Furniture Replacement

Pete Stong reported that the new chairs for Classroom 106 have been received, and he is waiting for the remaining chairs to arrive for the north side of the building. Angel explained the City's disposition process for the old chairs and asked anyone representing an organization that might want to be considered for the old chairs to contact him.

4. Strategic Planning Committee

Janet Plant reported that the first meeting of this committee will be on Thursday April 11, 2024. The committee consists of four COA Executive Board members and community members.

5. Wellness Expo

Pete Stong indicated that he is expecting great participation in this year's Wellness Expo which will be held on May 15, 2024, from 8:00 a.m. to 12:00 p.m. in the courtyard outside of City Hall. There are 72 exhibitors signed up, which could increase to 75. Adventist Health Simi Valley is the major sponsor, and there are five organizations participating at the new Exhibitor Sponsor level. In addition to the exhibitor booths, there will be health screenings, activity demonstrations, and short educational presentations.

12. Continued Business – None.

13. New Business

- a. Discussion/Action on a request from the Ad Hoc Finance Committee to approve the proposed COA Budget for Fiscal Year 2024-25

Pete Stong and Angel Sierra answered audience questions, and after some discussion, Janet Plant made a motion to approve the proposed COA Budget for Fiscal Year 2024-25 and Ted Andrews seconded the motion.

Audience            11 Ayes     0 Nays     0 Abstentions

Executive Board   7 Ayes     0 Nays     0 Abstentions

Motion passed.

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

- a. Bingo Bonanza, April 6, 2024  
b. Open Recruitment for Ventura County Area Agency on Aging Advisory Council Representative – April 8, 2024, to May 8, 2024  
c. COA Dance, April 12, 2024  
d. COA Dance, May 10, 2024

15. Suggested agenda items for the COA meeting on Monday, May 13, 2024, at 1:00 p.m.

16. Adjournment at 1:55 p.m.



## MEMORANDUM

**DATE:** May 13, 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) summarize the Council On Aging's (COA) total income and expenses from March 20, 2024, to April 23, 2024, and Year-to-date (YTD).

During the current period, the COA received \$10,495.57 in contributions from various sources, including \$1,480 from individual donations, \$4,600 in table reservations for the upcoming Wellness Expo, \$3,023 in ticket and miscellaneous sales for Bingo Bonanza, \$324.50 from Friday Bingo, \$820 from the April COA Dance, \$229.78 from the Coffee Concession and \$18.29 in interest.

Also, during this period, the COA incurred expenses in the amount of \$22,324.33, which included bookkeeping expenses; a karaoke and Netflix subscription; new chairs; prizes, food, and supplies for Bingo Bonanza; supplies and food for Senior Share; coffee and supplies for the coffee concession; a new COA canopy with sidewalls; and musicians for Meal Site Entertainment.

### March 20, 2024, to April 23, 2024 – Profit and Loss

REVENUES:	\$ 10,495.57
EXPENSES:	\$ <u>22,324.33</u>
NET INCOME:	\$ (11,828.76)

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

REVENUES:	\$ 60,687.21
EXPENSES:	\$ <u>57,892.78</u>
NET INCOME:	\$ 2,794.43

### April 23, 2024 – Balance Sheet:

The April 23, 2024, Balance Sheet (attached) shows the COA's financial solvency with \$476,506.04 in assets and \$336.11 in liabilities (unpaid PCard purchases).

The Certificates of Deposit (CD) with U.S. Bank have been opened. One is a 6-month CD, and the other is a 9-month CD. The COA has also opened an account with PaymentsHub to accept credit card payments. Most of the Wellness Expo table reservations this past month have been paid for using credit cards.

Staff will be available to answer any questions at the May 13, 2024, meeting.



**Simi Valley Council On Aging**  
**Profit and Loss**  
March 20 - April 23, 2024

	Total
<b>Income</b>	
<b>4 Contributed Support</b>	
4010 Individual Contribution	1,480.00
4020 Designated Contribution	324.50
<b>Total 4 Contributed Support</b>	<b>1,804.50</b>
<b>5 Earned Revenues</b>	
5310 Investment - Interest Gains	18.29
5490 Miscellaneous Revenue	892.78
5560 Ticket Sales	3,180.00
5580 Table Reservations	4,600.00
<b>Total 5 Earned Revenues</b>	<b>8,691.07</b>
<b>Total Income</b>	<b>\$10,495.57</b>
<b>Expenses</b>	
<b>7200 Contract Services</b>	
7540 Professional Services	290.00
<b>Total 7200 Contract Services</b>	<b>290.00</b>
<b>8100 Operating Expenses</b>	
8110 Supplies	19.28
8125 Video Rentals	25.48
8180 Furniture	14,558.50
<b>Total 8100 Operating Expenses</b>	<b>14,603.26</b>
<b>8500 Program Expenses</b>	
8510 Supplies	1,595.93
8512 Food	3,645.14
8560 Prizes	1,775.00
8580 Musicians & Bands	415.00
8590 Special Expenses	0.00
<b>Total 8500 Program Expenses</b>	<b>7,431.07</b>
<b>Total Expenses</b>	<b>\$22,324.33</b>
<b>Net Income</b>	<b>-\$11,828.76</b>

## Simi Valley Council On Aging Profit and Loss July 1, 2023 - April 23, 2024

	Total
<b>Income</b>	
<b>4 Contributed Support</b>	
4010 Individual Contribution	7,914.00
4015 Business Contribution	6,500.00
4020 Designated Contribution	2,648.80
<b>Total 4 Contributed Support</b>	<b>17,062.80</b>
<b>5 Earned Revenues</b>	
5310 Investment - Interest Gains	5,545.38
5490 Miscellaneous Revenue	2,599.03
5560 Ticket Sales	18,789.00
5580 Table Reservations	16,691.00
<b>Total 5 Earned Revenues</b>	<b>43,624.41</b>
<b>Total Income</b>	<b>\$60,687.21</b>
<b>Expenses</b>	
<b>7200 Contract Services</b>	
7540 Professional Services	5,570.00
<b>Total 7200 Contract Services</b>	<b>5,570.00</b>
<b>8100 Operating Expenses</b>	
8110 Supplies	750.11
8120 Advertising	20.00
8125 Video Rentals	212.66
8130 Membership Fees	340.37
8135 Investment - Int. Loss/Charges	2,154.08
8160 Equipment Maintenance	591.76
8165 Equipment Purchase	1,047.16
8180 Furniture	14,558.50
<b>Total 8100 Operating Expenses</b>	<b>19,674.64</b>
<b>8500 Program Expenses</b>	
8510 Supplies	6,590.22
8512 Food	11,136.34
8520 Advertising	1,321.58
8535 Community/Club Support	3,500.00
8560 Prizes	3,475.00
8580 Musicians & Bands	6,425.00
8590 Special Expenses	200.00
<b>Total 8500 Program Expenses</b>	<b>32,648.14</b>
<b>Total Expenses</b>	<b>\$57,892.78</b>
<b>Net Income</b>	<b>\$2,794.43</b>

## Simi Valley Council On Aging Balance Sheet As of April 23, 2024

	Total
<b>ASSETS</b>	
<b>Bank Accounts</b>	
1105 U.S. Bank Savings (1105)	110,817.13
5601 U.S. Bank Checking (5601)	212,803.75
US Bank 6 month CD	50,000.00
US Bank 9 month CD	75,000.00
<b>Total Bank Accounts</b>	<b>\$ 448,620.88</b>
<b>Other Assets</b>	
9601 VCCF Endowment Fund	27,885.16
<b>Total Other Assets</b>	<b>\$ 27,885.16</b>
<b>TOTAL ASSETS</b>	<b>\$ 476,506.04</b>
 <b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
Credit Cards	
4178 COA Corporate Account	336.11
<b>Total Credit Cards</b>	<b>\$ 336.11</b>
<b>Total Liabilities</b>	<b>\$ 336.11</b>
<b>Equity</b>	
30000 Opening Balance Equity	390,734.23
32000 Unrestricted Net Assets	82,641.27
Net Income	2,794.43
<b>Total Equity</b>	<b>\$ 476,169.93</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 476,506.04</b>

Thursday, Apr 25, 2024 02:30:59 PM GMT-7 - Accrual Basis



# Simi Valley Council On Aging

## MEMORANDUM

**DATE:** May 13, 2024

**TO:** Simi Valley Council On Aging

**FROM:** Pete Stong, Council On Aging Chair

**SUBJECT:** DISCUSSION/ACTION ON A RECOMMENDATION TO THE CITY COUNCIL TO APPOINT THE COUNCIL ON AGING'S VENTURA COUNTY AREA AGENCY ON AGING ADVISORY COUNCIL REPRESENTATIVE

The Ventura County Area Agency on Aging (VCAAA) Advisory Council is a community-based body that advocates for persons aged 60 and over and is comprised of representatives from each Council On Aging (COA) in Ventura County. Its mission is to involve the community in creating and sustaining programs that impact senior living and family caregivers. Advisory Council members meet six times a year in Ventura to plan and coordinate senior citizen programs countywide and help decide where and how funds are allocated.

The application period for the VCAAA Advisory Council Representative vacancy was from April 8, 2024, to May 8, 2024. Should the COA receive qualified applicants, it will recommend to the City Council that one candidate be appointed to fill a two-year term from July 1, 2024, to June 30, 2026. If no qualified applicants are received, the COA will extend the recruitment to a date to be determined.

The COA Chair and staff will be available to answer any questions at the May 13, 2024, meeting.



## MEMORANDUM

**DATE:** May 13, 2024

**TO:** Simi Valley Council On Aging

**FROM:** Jeanie Mortensen, Council On Aging Treasurer

**SUBJECT:** DISCUSSION/ACTION ON A REQUEST TO MEMORIALIZE JOE BEAUTZ ON THE COUNCIL ON AGING RECOGNITION WALL AND FUND THE PURCHASE OF A PLAQUE AT A COST NOT TO EXCEED \$150

On December 13, 2021, the Council On Aging (COA) approved the creation and installation of a recognition wall for seniors who have made an impact on the COA and Senior Center and allocated funding to subsidize the cost of a plaque to be placed on the recognition wall. The COA also approved the following process and criteria when adding names to the memorial wall.

To qualify, all nominated candidates to be memorialized will be:

- Reviewed and approved by the COA Executive Board at a regular COA meeting;
- 60 years of age or older at the time of their passing;
- A City of Simi Valley resident;
- Someone who provided impactful service or contributions to the COA or Senior Center;
- Approved at the discretion of the current COA Executive Board.

On April 17, 2024, the COA received a request from COA Treasurer Jeanie Mortensen nominating Joe Beautz to be memorialized on the COA Recognition Wall. The letter read as follows:

I am writing to nominate Joe Beautz to be memorialized on the COA Recognition Wall.

Joe, who had lived in Simi Valley for over 40 years, was 86 years old when he passed away.

During his tenure, Joe made numerous contributions to the Senior Center and the Council On Aging. Joe was active as a Council On Aging Executive Board member from the early 2000's, and served in roles including Treasurer, fundraising events Chair, and Annual Donation Campaign Chair. He was a reliable and productive team member who always put the needs of others first.

In 2003, Joe began volunteering for what was then known as the Brown Bag program, later known as Senior Share. He worked tirelessly each week doing very physical work picking up, sorting, and distributing food each week to low-income seniors facing food insecurity.

In September 2013, he stepped up on short notice to become the Program Manager for the Senior Share program. In that leadership role, he continued to coordinate with local grocery stores and Food Share of Ventura County to secure increased amounts of food as the program grew to serve more and more seniors over the next six years. He also recruited and scheduled more and more dedicated volunteers to keep up with the increased demand.

In the fall of 2019, Joe stepped down from this role due to health reasons. The Council On Aging recognized Joe for 16 years of service to the program in December 2019 with the dedication of the “Joe Beautz Senior Share Food Pantry”. The plaque bearing those words still hangs above the pantry door in the Senior Center kitchen.

In summary, I would ask that the Council On Aging consider memorializing Joe Beautz for his extensive, impactful, and dedicated service to seniors in our community.

As COA Treasurer, I have confirmed that the COA has Operating Expense funds available to subsidize the cost of a plaque should this nomination be approved.