



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

Monday, June 10, 2024  
1:00 p.m.

1. Call to Order and Pledge of Allegiance

2. Roll Call

3. Agenda Review

4. Approval of Minutes

5. COA Chair Report (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 (Staff)

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 Mortensen, see attached)

b. Liaison Reports

1. Housing Liaison (Bob Cottle)
2. Financial Abuse Specialist Team 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. COA Furniture Replacement Committee (Pete Stong)
  - 3. Strategic Planning Committee (Jeanie Mortensen and Janet Plant)
  - 4. Wellness Expo (Pete Stong & Carol Martin)
  - 5. Stars & Stripes Ice Cream Social (Janet Plant)
  
- 12. Continued Business – None
  
- 13. New Business – None
  
- 14. Announcements of Upcoming COA/Senior Center Events/Programs
  - a. COA Dance, Friday, June 14, 2024
  - b. COA Stars & Stripes Ice Cream Social, Saturday, July 6, 2024
  - c. COA Meeting “Dark” in July
  - d. COA Dance, Friday, July 12, 2024
  - e. COA Dance, Friday, August 9, 2024
  - f. COA Meeting “Dark” in August
  - g. COA Meeting, Monday, September 9, 2024
  - h. COA Dance, Friday, September 13, 2024
  - i. COA Bingo Bonanza, Saturday, September 21, 2024
  
- 15. Suggested agenda items for the Monday, September 9, 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 – 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. Members present were Al Brown, Jean Cecil, Marie Hale, Jeanie Mortensen, Bill Oliver, Janet Plant, and Pete Stong. Ted Andrews and Carol Martin 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 April 8, 2024, and Janet Plant seconded the motion. The motion passed unanimously.
5. Report of Council On Aging (COA) Chair

Pete Stong reminded the audience of the valuable information in the monthly Senior Center newsletter, including classes, upcoming events, and lectures. He also mentioned the upcoming Wellness Expo, which will be held Wednesday, May 15, 2024, from 8:00 a.m. until 12:00 p.m.

#### 6. Representative Reports

##### a. City Council

City Council Member Mike Judge indicated he had nothing specific to announce but was available to answer any questions.

City Council Member Elaine Litster announced that SubZero Ice Cream had a ribbon-cutting at its new location. She also encouraged people to attend the Wellness Expo, during which there will be a lot of information available. She also announced a Memorial Day service at Pioneer Cemetery on Monday, May 27, 2024, at 10:00 a.m. with a performance by the Simi Valley Orchestra.

##### b. City Manager's Office

Anna Medina announced upcoming events at the Cultural Arts Center, including the Rock the Boat band on May 22, a Comedy Night on May 26, and a Craft Festival on June 1 with over 60 vendors. She added that the library's new mobile van will be in operation soon. She also announced a Youth Council fundraiser at Yogurtland on May 17 and congratulated Angel Sierra on his promotion to Assistant to the City Manager.

c. Senior Center

Angel Sierra reported that he was leaving the Senior Center after 6 ½ years to accept a new Assistant to the City Manager position and is now working at City Hall. He thanked the COA Board members and the numerous volunteers who keep the Senior Center active. Acting Management Assistant Candace Gray announced several upcoming events including Transit Travel Training on May 14, an Estate Planning presentation on May 28, an Identity Theft presentation on June 4, the Drama Club show on June 6 and 7, and a New to Medicare presentation on June 11.

7. Presentations – None.

8. Public Statements

Simi Valley Library representative Stephanie Erbe spoke about upcoming events, including the Family Book Festival on May 18, the grand opening of the Literacy Lab on May 20, a Master Gardener class on June 6, and the summer reading program, which begins June 8, 2024. She thanked the Rotary Club for the carpeting and Simi Valley Fiber City for the technical equipment and furniture.

9. Informational Presentations

a. Introduction of COA Ventura County Area Agency on Aging Advisory Council Representative (VCAAA) candidate(s).

Chair Pete Stong reported that three candidates applied for the VCAAA representative position. Susan Zirnite, the only applicant present, introduced herself and spoke about her qualifications and interest in the appointment.

10. Appointments – None.

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 and reported that they have moved to the QuickBooks online version because the desktop version is no longer supported, and it saves the COA money on the desktop software licensing fee. She pointed out on the

Balance Sheet the added item of Certificate of Deposit investments and said that the COA has opened a “Payments hub” account to accept credit card payments.

b. Liaison Reports

1. Housing Liaison Bob Cottle reported that 66 units are being built on the corner of Erringer Road and Heywood Street and will have four units available to low-income individuals. He will announce when the application period for those units begins. The North Canyon Ranch project north of the Simi Valley Town Center is now up for public review. The proposed development will include 157 single-family homes and 50 townhomes, none of which are designated for seniors.
2. Financial Abuse Specialist Team (FAST) Liaison – No report.

c. Representative Report

1. Ventura County Area Agency on Aging Representative

Al Brown had no report from the VCAAA but mentioned that the California Public Utilities Commission voted on a new billing structure and added that Assembly Bill 1999 seeks to prohibit modifications to the amount of the income-graduated fixed charge from exceeding changes in inflation.

d. Ad Hoc Committees

1. COA Dance Committee

Jean Cecil reported that there were 80 attendees for the “Cinco de Mayo” themed May 10th dance, and every lady in attendance received a flower to celebrate Mother’s Day. The next dance is on June 14, 2024.

2. Senior Nutrition Program – No report.

3. COA Furniture Replacement

Pete Stong reported that the new chairs for the north entrance lobby and hallway will arrive on May 21, 2024.

4. Strategic Planning Committee

Janet Plant indicated that the committee meets every 2 to 3 weeks. Its focus will be on three pillars: outreach and awareness, nutrition, and funding. The next meeting will be on May 23, 2024.

5. Wellness Expo

Pete Stong revealed that the 2024 Wellness Expo will be the largest expo he has been a part of, with 80 exhibitors, seven health screenings, four presentations, and three demonstrations. The Wellness Expo will be on Wednesday, May 15, from 8:00 a.m. until noon. Al Brown thanked Pete Stong, Carol Martin, and Assistant Community Services Manager Robert Martin for their hard work on this event.

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.

After Board member discussion, Janet Plant moved to appoint Susan Zirnite as the COA representative to the Ventura County Area Agency on Aging Advisory Council, and Al Brown seconded the motion.

The Board unanimously approved the appointment.

- 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 \$200.

Al Brown moved to memorialize Joe Beautz on the Council On Aging Recognition Wall and fund the purchase of a plaque at a cost not to exceed \$200. Janet Plant seconded the motion.

Executive Board            7 Ayes    0 Nays    0 Abstentions

Motion passed.

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 COA meeting on Monday, June 10, 2024, at 1:00 p.m.

16. Adjournment at 1:42 p.m.



## MEMORANDUM

**DATE:** June 10, 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 April 24, 2024, to May 21, 2024, and Year-to-date (YTD).

During the current period, the COA received \$4,915.57 in contributions from various sources, including \$3,725 in table reservations for the Wellness Expo, \$326 from Friday Bingo, \$720 from the May COA Dance, \$144 from the Coffee Concession.

Also, during this period, the COA incurred expenses in the amount of \$20,600.21, which included bookkeeping expenses, the second order of new chairs, supplies, credit card fees and advertising for the Wellness Expo, supplies and food for Senior Share, coffee and supplies for the coffee concession, and supplies and musicians for Meal Site Entertainment.

### April 24, 2024, to May 21, 2024 – Profit and Loss

REVENUES:	\$ 4,915.57
EXPENSES:	\$ <u>20,600.21</u>
NET INCOME:	\$ (15,684.64)

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

REVENUES:	\$ 65,602.78
EXPENSES:	\$ <u>79,124.98</u>
NET INCOME:	\$ (13,522.20)

### May 21, 2024 – Balance Sheet:

The May 21, 2024, Balance Sheet (attached) shows the COA's financial solvency with \$460,838.36 in assets and \$983.06 in liabilities (unpaid PCard purchases).

The migration from Desktop QuickBooks to Online QuickBooks was successfully accomplished in May. Staff will be available to answer any questions at the June 10, 2024, meeting.

**Simi Valley Council On Aging**  
**Profit and Loss**  
April 24 - May 21, 2024

	<b>Total</b>
<b>Income</b>	
<b>4 Contributed Support</b>	
4020 Designated Contribution	293.59
<b>Total 4 Contributed Support</b>	<b>\$ 293.59</b>
<b>5 Earned Revenues</b>	
5490 Miscellaneous Revenue	176.98
5560 Ticket Sales	720.00
5580 Table Reservations	3,725.00
<b>Total 5 Earned Revenues</b>	<b>\$ 4,621.98</b>
<b>Total Income</b>	<b>\$ 4,915.57</b>
 <b>Expenses</b>	
<b>7200 Contract Services</b>	
7540 Professional Services	444.00
<b>Total 7200 Contract Services</b>	<b>\$ 444.00</b>
<b>8100 Operating Expenses</b>	
8110 Supplies	186.75
8180 Furniture	13,240.58
<b>Total 8100 Operating Expenses</b>	<b>\$ 13,427.33</b>
<b>8500 Program Expenses</b>	
8510 Supplies	1,644.76
8512 Food	2,494.51
8520 Advertising	1,140.00
8580 Musicians & Bands	1,275.00
8590 Special Expenses	174.61
<b>Total 8500 Program Expenses</b>	<b>\$ 6,728.88</b>
<b>Total Expenses</b>	<b>\$ 20,600.21</b>
<b>Net Income</b>	<b>-\$15,684.64</b>

Tuesday, May 21, 2024 01:57:23 PM GMT-7 - Accrual Basis



## Simi Valley Council On Aging Profit and Loss July 1, 2023 - May 21, 2024

	Total
<b>Income</b>	
<b>4 Contributed Support</b>	
4010 Individual Contribution	7,179.00
4015 Business Contribution	5,000.00
4020 Designated Contribution	5,177.39
<b>Total 4 Contributed Support</b>	<b>\$ 17,356.39</b>
<b>5 Earned Revenues</b>	
5310 Investment - Interest Gains	5,545.38
5490 Miscellaneous Revenue	2,776.01
5560 Ticket Sales	19,509.00
5580 Table Reservations	20,416.00
<b>Total 5 Earned Revenues</b>	<b>\$ 48,246.39</b>
<b>Total Income</b>	<b>\$ 65,602.78</b>
<b>Expenses</b>	
<b>7200 Contract Services</b>	
7540 Professional Services	6,014.00
<b>Total 7200 Contract Services</b>	<b>\$ 6,014.00</b>
<b>8100 Operating Expenses</b>	
8110 Supplies	1,124.15
8120 Advertising	20.00
8125 Video Rentals	228.15
8130 Membership Fees	340.37
8135 Investment - Int. Loss/Charges	2,154.08
8140 Software License/Maintenance	457.50
8160 Equipment Maintenance	591.76
8165 Equipment Purchase	1,047.16
8180 Furniture	27,799.08
<b>Total 8100 Operating Expenses</b>	<b>\$ 33,762.25</b>
<b>8500 Program Expenses</b>	
8510 Supplies	8,103.65
8512 Food	13,630.85
8520 Advertising	2,461.58
8535 Community/Club Support	3,500.00
8560 Prizes	3,475.00
8580 Musicians & Bands	7,700.00
8590 Special Expenses	477.65
<b>Total 8500 Program Expenses</b>	<b>\$ 39,348.73</b>
<b>Total Expenses</b>	<b>\$ 79,124.98</b>
<b>Net Income</b>	<b>-\$13,522.20</b>

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## Simi Valley Council On Aging Balance Sheet As of May 21, 2024

	<b>Total</b>
<b>ASSETS</b>	
<b>Bank Accounts</b>	
1105 U.S. Bank Savings (1105)	110,817.13
5601 U.S. Bank Checking (5601)	197,134.07
US Bank 6 month CD	50,000.00
US Bank 9 month CD	75,000.00
<b>Total Bank Accounts</b>	<b>\$ 432,951.20</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>\$ 460,836.36</b>
 <b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
Credit Cards	
4178 COA Corporate Account	983.06
<b>Total Credit Cards</b>	<b>\$ 983.06</b>
<b>Total Liabilities</b>	<b>\$ 983.06</b>
<b>Equity</b>	
30000 Opening Balance Equity	390,734.23
32000 Unrestricted Net Assets	82,641.27
Net Income	-13,522.20
<b>Total Equity</b>	<b>\$ 459,853.30</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 460,836.36</b>

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