

Simi Valley Council On Aging (COA) Monthly Meeting

Agenda

Monday, May 12, 2014

1:00 p.m.

Simi Valley Senior Center

3900 Avenida Simi, Simi Valley, CA 93063

1. Call to Order and Pledge of Allegiance

2. Roll Call

3. Agenda Review

4. Approval of Minutes

5. Report of COA Chair

6. Representative Reports

A. City Council Liaison

B. Deputy Director/Community Programs and Facilities

C. Senior Services Manager

D. Ventura County Area Agency on Aging

E. Simi Valley Community Council

F. Simi Valley Transit

G. Task Force On Homelessness

H. California Senior Legislature

7. Presentations

A. Volunteer of the Month

B. Under One Roof Program

8. Public Statements

This is the time reserved for citizens who wish to make public statements or comments on items within the subject matter and jurisdiction of the COA.

9. Officer, Liaison, Program Manager, and Ad Hoc Committee Reports

A. Officer Reports

1. Vice Chair

2. Treasurer

3. Corresponding Secretary

Council On Aging Mission Statement

The mission of the Simi Valley Council On Aging, an advisory body elected by senior citizens and appointed by the Simi Valley City Council, is to identify the needs of senior citizens in this community. The Council On Aging serves as an advocate to support programs and services providing seniors with maximum independence, safety, and quality of life.

- B. Liaison and Program Manager Reports
 - 1. Speakers Bureau Program Manager
 - 2. Senior Share Liaison
 - 3. Housing Liaison
 - 4. Lifeline Liaison
 - 5. Meals On Wheels Liaison
 - C. Ad Hoc Committee Reports
 - 1. Dance Committee
 - 2. Wellness Expo Committee
 - 3. Ice Cream Social Committee
10. Continued Business - None
11. New Business
- A. Introduction of candidates for the Ventura Area Agency on Aging Advisory Council Simi Valley representative.
 - B. Open election by the COA general membership to recommend a Ventura Area Agency on Aging Advisory Council Simi Valley representative for ratification by the City Council.
 - C. Discussion/Action on the approval of the 2014/15 Calendar of Important COA Events.
 - D. Discussion/Action on adding to the COA Financial Policies and Procedures, as recommended by the Finance Committee the following:
 - iv. Disbursements made for amounts under \$150 that are not already budgeted for specific programs may be approved by the Finance Manager and COA Chairman as long as there are funds budgeted in the discretionary expense budget.**
 - E. Discussion/Action on the adoption of the COA 2014/15 Fiscal Year Budget.
12. Announcements of Upcoming Events
13. Suggestions of Agenda Items for the Monday, June 9, 2014 meeting
14. Adjournment

/s/ _____
Rob Bruce
Deputy Director/Community Programs & Facilities

If any individual has a disability that may require 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 Toni Olson called the meeting to order at 1:00 p.m. Fred Goldberg led the Pledge of Allegiance.
2. Roll Call – Members present were: Al Fournier, Fred Goldberg, Richard Harper, David Kennedy, Sharon McCann, Toni Olson, Kenneth Sinn. Frank Sinsheimer and John H. Williams were excused.
3. Agenda Review – By consensus of the Executive Board, the agenda was approved as presented.
4. Approval of Minutes - The minutes of March 10, 2014 were approved, as corrected, by a consensus of the Executive Board.
5. Report of COA Chair – Chair Toni Olson announced that April was Volunteer Appreciation Month and thanked all the volunteers who serve seniors. She also announced that the COA is seeking a candidate to represent Simi Valley seniors on the Ventura County Area Agency on Aging Advisory Council and encouraged members to apply. Once applications are submitted, the COA will vote at the May 12, 2014 COA meeting and the appointment will be forwarded to the City Council for ratification. She also mentioned the VCAAA is proposing some changes in its bylaws and that copies were on the back table if any members would like to look them over and get back to her with any input. Chair Olson reminded members about the upcoming Easter Breakfast sponsored and prepared by the Kiwanis Club. She also reminded members that the Simi Valley Street Fair is scheduled for May 10, 2014 and encouraged members to volunteer to staff the COA/Senior Center booth.
6. Representative Reports
 - A. City Council Liaison – Council Member Mike Judge announced that the City Council had completed its search for a new City Attorney and would be making an official appointment at the next City Council meeting.
 - B. Deputy Director/Community Programs and Facilities - Rob Bruce was absent.
 - C. Senior Services Manager – Laurie Dickinson also encouraged members to apply to be the COA representative on the VCAAA Advisory Council. She told them that she is a member of the Advisory Council Senior Housing and Transportation Committee and that they are presently working on encouraging the implementation/inclusion of universal design guidelines

countywide to allow seniors to age in place. Ms. Dickinson announced that May is Older Americans Month and the theme this year is "Safe Today. Healthy Tomorrow." The Senior Center will honor seniors who are 90 years or older in the Rendezvous Cafe at 10:30 a.m. on May 7, 2014. They will enjoy a free lunch, live entertainment, and a group photo will be taken. Ms. Dickinson also announced that Virgil Stites, past Executive Board member and COA Chair is moving from Simi Valley. She thanked him for his many years of volunteer service and wished him well.

- D. Ventura County Area Agency on Aging Representative(s) - Toni Olson is Chair of the VCAAA Nutrition Committee and reported that there is \$49,500 in unspent funds in the county nutrition program which will be placed in a reserve account for next fiscal year. Of the 14,000 meals served each month in Ventura County, 3,300 are served in Simi Valley. Toni also serves on the Optimal Aging Committee and the members are currently researching fun activities to offer for seniors.
 - E. Simi Valley Community Council – David Kennedy announced the 2014 Wellness Expo at the last meeting and passed out flyers. He is also running unopposed for the position of Parliamentarian.
 - F. Simi Valley Transit - Transit Supervisor Christopher Latham announced that the next meeting of the ADA Paratransit Advisory Committee is scheduled for April 17, 2024, at 3:00 p.m. in the Senior Center. He also announced that Simi Valley Transit would have a booth at the Wellness Expo at the Senior Center in May.
 - G. Task Force On Homelessness - June Marie Von Osinski had no report.
 - H. California Senior Legislature - Bill Witt had no report.
7. Presentations
- A. Volunteer of the Month - Laurie Dickinson recognized Andrea "Andi" Miller as the April Volunteer of the Month. Andi serves as a Meals On Wheels driver, an aide in the FallProof Class and as an Ambassador at the main desk of the Senior Center.
 - B. Home Rehabilitation Program - Blaze Buonpane made a presentation outlining the program and detailing the requirements, interest rates, length of loans, what the money can be used for, and repayment options.
8. Public Statements

Jean Bennett announced that she would again be coordinating the Adopt-A-Poll for the upcoming election on June 14, 2014, and asked volunteers to work 4-hour shifts. Money paid to the poll workers is donated to the COA.

Everett Johnson asked about the status of the grant request he had inquired about at a previous meeting. Chair Toni Olson said she is working with the agency and will report the status at the May COA meeting.

Rebecca McCann expressed concern about the Dial-A-Ride program. Although she had high praise for the drivers, she has had issues with office staff and the way they treat clients. She was encouraged to attend the ADA Paratransit Advisory Committee meeting on April 17, 2014.

Toni Olson congratulated Karen Cline and Ed Mazeika for recently completing the training program to become volunteer Long Term Care Ombudsmen.

9. Officer, Liaison, Program Manager, and Ad Hoc Committee Reports

A. Officer Reports

1. Vice Chair – Frank Sinsheimer was absent.
2. Treasurer – Sharon McCann reviewed the treasurer's report and said although business contributions are down, individual contributions and successful fundraisers have kept the COA in the black.
3. Corresponding Secretary – Ken Sinn had no report.

B. Liaison & Program Manager Reports

1. Speakers Bureau Program Manager - John Williams was absent.
2. Senior Share Liaison – Joe Beautz reported that because of generous donations, volunteers have been distributing supplemental bags of groceries to 97 Senior Share recipients. Several recipients have been removed from the Senior Share roster because of inactivity, so he has requested that 10 of the clients on the waiting list be added. The program can serve up to 108 clients.
3. Housing Liaison – Judy Pepiot invited seniors to attend the Easter Breakfast sponsored by the Kiwanis this Sunday, April 20, 2014 at the Senior Center. She also reported that she attended a meeting with the developers from Ravello Holdings, representatives from the Senior Center, the COA, and the VCAAA. The meeting resulted in the inclusion of some form of senior housing in Ravello Holdings' proposed development.
4. Lifeline Liaison – No report.

5. Meals On Wheels Liaison – No report.

C. Ad Hoc Committee Reports

1. Dance Committee – Richard Harper announced admission is now \$7.00 per person and bands are paid \$325 for a performance. He said they need about 45 people in attendance to break even and 55 people came to the last dance. The Automobile Club sponsored the recent Spring Fling, and brought tablecloths, decorations, sandwiches, and door prizes. He thanked Ken Sinn for signing up the bands and Wanda Landis for recruiting sponsors. He showed the COA members an LED light machine that was purchased by a sponsor and will be used at future dances.
 2. Arts & Crafts Fair Committee - Toni Olson reported that the March event had 51 vendors and the Rummage sale raised \$1,800. The Saturday Pancake Breakfast put on by the Noontime Rotary served more than 300 breakfasts, which was the highest number ever! Laurie Dickinson thanked Ms. Olson for all her hard work.
 3. Wellness Expo Committee - Barbara Durham asked for volunteers and passed around a sign-up sheet. She announced that \$2,825 had been raised to date for advertisements, there are only five booths left for exhibitors, and there are more Gold Sponsors than ever before. The COA members will handle the set up for the event, which is scheduled on May 21, 2014 from 8:00 a.m. until noon.
 4. Finance Committee - Sharon McCann announced that the committee reviewed four grant requests and approved the two which are on today's agenda. It also reviewed the preliminary 2014-15 budget.
 5. Restaurant Fundraiser Committee - Toni Olson announced that the Restaurant Fundraising Committee had been revived and is chaired by Teri Thomson. The next event is scheduled for Tuesday, April 15, 2014 will be at the Macaroni Grill. Flyers have been distributed by COA members and are available at the table.
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10. Continued Business – None.
 11. New Business

- A. Appointment of Ken Sinn as Chair of the Ice Cream Social Ad Hoc Committee.

By consensus of the Executive Board, Ken Sinn was appointed Chair of the Ice Cream Social Ad Hoc Committee, which will be held on July 19, 2014.

- B. Discussion/Action on the allocation of \$3,000 for the purchase of a commercial refrigerator for the Senior Share Program.

A motion was made by Al Fournier and seconded by Ken Sinn to allocate \$3,000 for the purchase of a commercial refrigerator for the Senior Share Program.

Audience:	Ayes: 25	Noes 0	Abstentions 1
Board:	Ayes: 6	Noes 0	Abstentions 0

Motion passed.

- C. Discussion/Action on the allocation of \$200 towards the purchase of a Golf Croquet Set.

A motion was made by Al Fournier and seconded by David Kennedy to allocate \$200 towards the purchase of a Golf Croquet Set.

Recreation Coordinator Stan Kalsman explained the Rancho Simi Recreation and Park District purchased a set but it did not hold up well. He said the District would split the cost of a better quality set with the COA. A quality set is about \$600 but there is an individual selling a used one for \$400. A member asked what golf croquet was and Mr. Kalsman explained it is like croquet with heavier mallets and you hit the ball further.

Audience:	Ayes: 25	Noes 0	Abstentions 1
Board:	Ayes: 6	Noes 0	Abstentions 0

Motion passed.

12. Announcements of Upcoming Events

Stan Kalsman thanked the COA for its sponsorship of the Community Games and informed members that Opening Ceremonies will be held on August 6 and Closing Ceremonies on August 29, 2014.

13. Suggestions of Agenda Items for the Monday, May 12, 2014 meeting - None.

14. Adjournment - Meeting adjourned at 2:17 p.m.



Simi Valley Council On Aging

3900 Avenida Simi, Simi Valley, CA 93063 Phone: 805.583.6041 Fax: 805.583.7921

2015 Calendar of Important COA Events

January

9 – Friday	COA Dance	7:30 p.m. – 10:00 p.m.
12 – Monday	COA Annual Meeting	1:00 p.m.

February

9 – Monday	COA Meeting	1:00 p.m.
13 – Friday	COA Dance	7:30 p.m. – 10:00 p.m.

March

9 – Monday	COA Meeting	1:00 p.m.
13 – Friday	COA Dance	7:30 p.m. – 10:00 p.m.

April

5 – Sunday	Easter Sunrise Breakfast – FREE - <i>Kiwanis Club (tentative based on kitchen renovation progress)</i>	8:00 a.m. – 11:00 a.m.
10 – Friday	COA Dance	7:30 p.m. – 10:00 p.m.
13 – Monday	COA Meeting	1:00 p.m.

May

8 – Friday	COA Dance	7:30 p.m. – 10:00 p.m.
11 – Monday	COA Meeting	1:00 p.m.
20 – Wednesday	Wellness Expo	8:00 a.m. – 12:00 p.m.

June

8 – Monday	COA Meeting	1:00 p.m.
12 – Friday	COA Dance	7:30 p.m. – 10:00 p.m.

July

<i>COA Dark – No Meeting</i>		
10 – Friday	COA Dance	7:30 p.m. – 10:00 p.m.
18 – Saturday	Stars & Stripes Ice Cream Social	12:30 p.m. – 4:30 p.m.

August

<i>COA Dark – No Meeting</i>		
14 – Friday	COA Dance	7:30 p.m. – 10:00 p.m.

September

11 – Friday	COA Dance	7:30 p.m. – 10:00 p.m.
12 – Saturday	Bingo Bonanza	9:30 a.m. – 3:00 p.m.
14 – Monday	COA Meeting	1:00 p.m.



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2015 Calendar of Important COA Events

October

9 – Friday	COA Dance	7:30 p.m. – 10:00 p.m.
9 – Friday	Fall Arts & Crafts Fair	9:00 a.m. – 3:00 p.m.
10 – Saturday	Fall Arts & Crafts Fair	8:00 a.m. – 3:00 p.m.
10 – Saturday	Pancake Breakfast <i>-Rotary Club of Simi Valley</i>	8:00 a.m. – 11:00 a.m.
12 – Monday	COA Meeting	1:00 p.m.

November

9 – Monday	COA Meeting	1:00 p.m.
13 – Friday	COA Dance	7:30 p.m. – 10:00 p.m.
25 – Wednesday	Thanksgiving Eve Dinner – FREE <i>- Simi Sunrise Rotary</i>	5:00 p.m. – 8:00 p.m.

December

11 – Friday	COA Dance	7:30 p.m. – 10:00 p.m.
14 – Monday	COA Meeting	1:00 p.m.
30 – Wednesday	COA New Year's Eve Eve Dance	7:00 p.m. – 11:00 p.m.

11:23 AM
05/05/14
Cash Basis

Council on Aging
Profit & Loss Budget vs. Actual
July 1, 2013 through May 5, 2014

	<u>Jul 1, '13 - May 5, 14</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
4 · Contributed support		
4010 · Individual Contribution	11,042.35	8,714.68
4015 · Business Contribution	4,030.41	16,380.65
4210 · Corporate/business grants	8,456.00	0.00
Total 4 · Contributed support	<u>23,528.76</u>	<u>25,095.33</u>
5 · Earned revenues		
5310 · Interest-savings/short-term inv	62.92	304.84
5340 · Other investment income	1,361.83	0.00
5450 · Advertising revenues	2,700.00	2,980.65
5490 · Miscellaneous revenue	18,256.05	11,503.23
5560 · Tickets	15,799.00	15,679.68
5570 · Drawings	862.00	406.45
5580 · Table Reservations	15,396.00	11,322.58
Total 5 · Earned revenues	<u>54,437.80</u>	<u>42,197.43</u>
Total Income	77,966.56	67,292.76
Expense		
7200 · Contracted personnel services		
7220 · Musicians & bands	6,260.65	7,104.84
Total 7200 · Contracted personnel services	6,260.65	7,104.84
7500 · Other personnel expenses		
7540 · Professional fees - other	0.00	832.26
Total 7500 · Other personnel expenses	0.00	832.26
8100 · Non-personnel expenses		
8110 · Supplies	9,705.32	9,272.42
8112 · Food	0.00	1,080.65
8115 · MOW Program Expense	731.90	21,612.90
8120 · Advertising	0.00	100.00
8125 · Video Rentals	171.90	254.03
8160 · Equip rental & maintenance	3,000.00	3,000.00
8165 · Equipment Purchase	22,017.61	20,000.00
8170 · Printing & copying	662.46	0.00
Total 8100 · Non-personnel expenses	<u>36,289.19</u>	<u>55,320.00</u>
8500 · Misc expenses		
8510 · Interest expense - general	0.00	203.23
8515 · Grants	944.98	3,000.00
8530 · Membership dues - organization	294.73	300.00
8535 · Participation Fees	50.00	0.00
8545 · Mileage	848.40	2,337.10
8570 · Advertising expenses	1,200.00	1,200.00

11:23 AM
05/05/14
Cash Basis

Council on Aging
Profit & Loss Budget vs. Actual
July 1, 2013 through May 5, 2014

	<u>Jul 1, '13 - May 5, 14</u>	<u>Budget</u>
8590 · Other expenses	4,546.58	4,360.00
8500 · Misc expenses - Other	0.00	100.00
Total 8500 · Misc expenses	<u>7,884.69</u>	<u>11,500.33</u>
Total Expense	<u>50,434.53</u>	<u>74,757.43</u>
Net Ordinary Income	<u>27,532.03</u>	<u>-7,464.67</u>
Net Income	<u><u>27,532.03</u></u>	<u><u>-7,464.67</u></u>

11:22 AM
05/05/14
Cash Basis

Council on Aging
Balance Sheet *
As of May 5, 2014

	<u>May 5, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of America Checking	
Drama Club	674.25
Meals on Wheels - Rst	4,831.10
Bank of America Checking - Other	9,828.00
Total Bank of America Checking	<u>15,333.35</u>
Bank of America Maximizer	157,014.62
SVSS Endowment Fund	16,087.85
1040 · Petty cash	
1041 · Cash Drawer	250.00
1042 · Dance Cash Drawer	100.00
1045 · Parties and Actvy	200.00
Total 1040 · Petty cash	<u>550.00</u>
Total Checking/Savings	<u>188,985.82</u>
Total Current Assets	<u>188,985.82</u>
TOTAL ASSETS	<u>188,985.82</u>
LIABILITIES & EQUITY	
Equity	
Activities	96,769.50
Discretionary	24,533.29
LifeLine	1,317.68
Meals On Wheels	-12,055.55
Reserve	41,806.27
Services & Programs	-1,559.11
3001 · Opening Bal Equity	13,402.95
3010 · Unrestrict (retained earnings)	-2,761.24
Net Income	27,532.03
Total Equity	<u>188,985.82</u>
TOTAL LIABILITIES & EQUITY	<u>188,985.82</u>

COA Home Delivered Meals Report

	Total Meals	Senior	Svc Days	Ave / Day Meals	Unduplicated Clients			Donations Received
					Y-T-D Meals	New	Y-T-D	
Jul	2758	2706	22	125.4	2758	14	14	\$ 2,411.50
Aug	3023	2974	23	131.4	5781	14	28	\$ 2,352.00
Sep	2593	2551	20	129.7	8374	19	47	\$ 2,361.00
Oct	2845	2791	23	123.7	11219	11	58	\$ 2,541.50
Nov	2463	2421	21	117.3	13682	4	62	\$ 2,495.50
Dec	2734	2688	22	124.3	16416	17	79	\$ 2,129.50
Jan	2794	2728	23	121.5	19210	13	92	\$ 1,925.00
Feb	2403	2341	20	120.2	21613	5	97	\$ 2,013.00
Mar	2452	2382	21	116.8	24065	8	105	\$ 1,965.50
Apr	2606	2540	22	118.5	26671	16	121	\$ 1,875.00
May	0	0	0	#DIV/0!	26671	0	121	\$ -
Jun	0	0	0	#DIV/0!	26671	0	121	\$ -
Totals:	26671	26122	217	#DIV/0!	203,131	121	121	\$ 22,069.50

11:28 AM

05/05/14

Cash Basis

Council on Aging
Profit & Loss Budget Overview
 July 2014 through June 2015

	Jul '14 - Jun 15
Ordinary Income/Expense	
Income	
4 · Contributed support	
4010 · Individual Contribution	12,200.00
4015 · Business Contribution	5,000.00
5550 · MOW Program Income	0.00
Total 4 · Contributed support	17,200.00
5 · Earned revenues	
5310 · Interest-savings/short-term inv	0.00
5450 · Advertising revenues	2,900.00
5490 · Miscellaneous revenue	14,655.00
5560 · Tickets	12,380.00
5570 · Drawings	1,070.00
5580 · Table Reservations	12,990.00
Total 5 · Earned revenues	43,995.00
Total Income	61,195.00
Expense	
7200 · Contracted personnel services	
7220 · Musicians & bands	8,575.00
Total 7200 · Contracted personnel services	8,575.00
7500 · Other personnel expenses	
7540 · Professional fees - other	0.00
Total 7500 · Other personnel expenses	0.00
8100 · Non-personnel expenses	
8110 · Supplies	11,210.00
8112 · Food	200.00
8115 · MOW Program Expense	30,000.00
8120 · Advertising	550.00
8125 · Video Rentals	300.00
8160 · Equip rental & maintenance	4,000.00
8165 · Equipment Purchase	0.00
8170 · Printing & copying	100.00
Total 8100 · Non-personnel expenses	46,360.00
8500 · Misc expenses	
8510 · Interest expense - general	0.00
8515 · Grants	500.00
8530 · Membership dues - organization	300.00
8545 · Mileage	2,760.00
8570 · Advertising expenses	0.00
8590 · Other expenses	2,700.00
8500 · Misc expenses - Other	0.00
Total 8500 · Misc expenses	6,260.00
Total Expense	61,195.00
Net Ordinary Income	0.00
Net Income	0.00

COMPARISON BETWEEN FY2014-15 BUDGET AND FY2013-14 BUDGET & ACTUAL YTD

Ordinary Income/Expense	Budget FY2014-15	Budget FY2013-14	Actual Apr.YTD FY2013-14
Income: Contributed Support			
Individual Contribution	12,200	9,110	11,042
Business Contribution	5,000	17,800	4,030
Grants			8,456
Total Contributed Support	17,200	26,910	23,529
Income: Earned Revenues			
Interest		360	63
Other Investment Income			1,362
Advertings Revenues	2,900	3,400	2,700
Misc. Revenues*	14,655	13,100	18,256
Tickets*	12,380	16,360	15,799
Drawings*	1,070	480	862
Table Reservations	12,990	13,000	15,396
Earned Revenues	43,995	46,700	54,438
Total Income	61,195	73,610	77,967
Expense: Contracted personnel services			
Musician & Bands	8,575	8,300	6,261
Total Contracted personnel services	8,575	8,300	6,261
Expense: Professional Fees		1,200	
Non-personnel expenses			
Supplies	11,210	10,910	9,705
Food	200	2,000	0
MOW Program Expense	30,000	40,000	732
Advertising	550	100	0
Video Rentals	300	300	172
Equip. rental & Maintenance	4,000	4,000	3,000
Equipment Purchase	0	20,000	22,018
Printing & Copying	100	0	662
Total non-personnel expenses	46,360	77,310	36,289
Misc Expenses			
Interest		240	
Grants	500	3,000	945
Membership Dues	300	300	295
Mileage	2,760	2,760	848
Advertising Expenses	0	1,200	1,200
Other expenses	2,700	4,460	4,547
Total Misc. expenses	6,260	11,960	7,855
Total Expense	61,195	98,770	50,435
Net Ordinary Income	0	-25,160	27,532
Net Income	0	-25,160	27,532

* Programs will be held once a year, unlike FY2013-14 where 2 events were held in the year
For Arts & Crafts and Bingo Bonanza.