



Simi Valley Council On Aging

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Simi Valley Council On Aging (COA) Monthly Meeting

Monday, May 11, 2020

1:00 p.m.

Zoom Online Meeting

<https://simivalley.zoom.us/j/94056947867>

or by telephone: Dial US: +1 669 900 9128

Webinar ID: 940 5694 7867

IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S EXECUTIVE STAY AT HOME ORDER AND THE COUNTY OF VENTURA HEALTH OFFICER DECLARED LOCAL HEALTH EMERGENCY AND STAY WELL AT HOME ORDER RESULTING FROM THE NOVEL CORONAVIRUS, ALL CITY BUILDINGS ARE CLOSED TO THE PUBLIC. TO FIND OUT HOW YOU MAY ELECTRONICALLY PARTICIPATE IN THE COUNCIL ON AGING MEETING AND PROVIDE PUBLIC COMMENT, PLEASE REFER TO AGENDA ITEM 8.

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Agenda Review
4. Approval of Minutes
5. Report of COA Chair (Janet Plant)
6. Representative Reports
 - a. City Council (Mayor Pro Tem Mike Judge)
 - b. Senior Center (Angel Sierra)

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.

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.

NEW COMMENT PROCEDURE DUE TO THE COVID-19 PANDEMIC.

Public comment is the opportunity for members of the public to participate in meetings by addressing the Council On Aging in connection with one or more agenda or non-agenda items.

The following options allow for public participation:

- a. Watch the Council On Aging Meeting live online at Zoom:
<https://simivalley.zoom.us/j/94056947867>
- b. Listen by telephone US: +1 669 900 9128 Webinar ID: 940 5694 7867

- c. To make a public statement or comment on a specific agenda item, please submit your comment via email by 10:00 a.m. on the Monday of the Council On Aging meeting to the Assistant Community Services Manager at rmartin@simivalley.org and include the Agenda Item topic and/or your comments. Emails should be limited to 250 words or less. These emails will be provided to the Council On Aging prior to the meeting and made a part of the record. Subsequently, the Council On Aging staff liaison will read the emails received for a period no longer than 30 minutes. Every effort will be made to read all emails into the record, but some emails may not be read due to time limitations. Emails received after 10:00 a.m. but prior to the end of Agenda Item 8 will not be read but will be included as part of the public record.
9. Informational Presentations – None
 10. Appointments – None
 11. Officer, Liaison and Ad Hoc Advisory Committee Reports
 - a. Officer Report
 1. Treasurer (Bill Oliver, see attached)
 - b. Liaison Report
 1. Wellness Expo Liaison (Ed Tingstrom or Pete Stong)
 - c. Ad Hoc Advisory Committee Reports - None
 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 2020-21 (see attached)
 14. Announcements of Upcoming COA/Senior Center Events/Programs
 - a. The Senior Center will remain closed until further notice.
 - b. Recruitment for the COA's Ventura County Area Agency on Aging Advisory Representative begins today and will conclude on June 5, 2020. Interest forms are available on the City website at www.simivalley.org/coa
 15. Suggested agenda items for the COA meeting on Monday, June 8, 2020
 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 – Janet Plant called the meeting to order at 1:00 p.m. Bill Fischer led the Pledge of Allegiance.
2. Roll Call – Janet Plant called Roll Call. Members present were Linda Allen, Bill Fischer, Theresa Lewis, Bill Oliver, Janet Plant, Jerie St. Germain, Pete Stong and Ed Tingstrom. Suzanne Robertson was absent. Janet Plant 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 – Bill Fischer moved to approve the minutes of the meeting on February 10, 2020 and Ed Tingstrom seconded the motion. The motion passed unanimously.
5. Report of COA Chair

Janet Plant reported that the Board chose Option #2 which was the least expensive option for the purchase of the six QuickBooks licenses and that the vendor even gave an additional \$940 discount, so the total was \$1,692. She stated that Senior Center policy allows the use of the facility by anyone who meets its minimum age requirement, including those currently living without a home. Senior Center staff continues to work with the Homeless Liaison Officer at the Police Department to address issues such as belongings being stored and people sleeping around the perimeter of the facility.

6. Representative Reports
 - a. City Council

Mayor Pro Tem Mike Judge stated that there would be excellent examples at tonight's City Council meeting of how a property developer can either work with the City to make mutual compromises on development issues, or not work with the City at all. There is an El Capitan restaurant planned for the former Green Acres Grille space and Hobby Lobby is still planning on opening in the former Walmart store location on Sycamore and Cochran Streets, with Planet Fitness sharing a portion of the building space. The City Planning Department has not yet seen any development plans from the Islamic Center for its proposed expansion.

b. Community Services

Anna Medina thanked the members of the COA Executive Board for all the work they do, referencing an impressive list of accomplishments. She said the Youth Council is still seeking entrants for its Talent Show fundraiser and people can enter at www.simivalley.org/talentshow. The Library is celebrating Women's History Month and is also offering online training and movie streaming through LinkedIn Learning (formerly Lynda.com), CloudLibrary, and Hoopla. "You're a Good Man, Charlie Brown" is playing at the Cultural Arts Center through April 15, 2020. The City is seeking input through the Neighborhood Councils to determine if it should change the Neighborhood Council boundaries to correspond with the new City Council Districts.

c. Senior Center

Angel Sierra introduced Siobhan Moser, the new Assistant Community Services Manager. He welcomed the new Executive Board members and addressed a rumor that the Senior Center would be changed to be an all-ages community center and confirmed that this rumor is not true. Regarding the recent COVID-19 Pandemic concerns, he said the Senior Center is open unless the City Manager decides it should be closed to protect public safety.

d. Ventura County Area Agency on Aging

Toni Olson reviewed the function of the VCAAA and stated that it is the government body through which monies for senior programs pass-through and the Advisory Council makes decisions on. The Advisory Council currently has 39 representatives from all communities in Ventura County. She said she was selected to go to Sacramento to work with other California counties and that attendees worked with political representatives to discuss issues such as homelessness, senior nutrition and fall prevention. She said mental health is currently a big issue that is being addressed and that seniors can call VCAAA at (805) 477-7300 to be screened for mental health issues. She said that VCAAA's Home Share program continues to match people with rooms in their home that they would like to rent with potential renters.

7. Presentations – None.

8. Public Statements

A member asked if the COA By-laws address COA Executive Board vacancies to which staff responded “yes”. Staff then directed her to the By-laws which are posted on the COA page of the City’s website or are available upon request from staff. Angel Sierra stated that the Board has nine members, but the By-laws state that the Council can operate with seven Board members. The member asked why six QuickBooks licenses were needed and it was explained that several people on the board and City staff need to be able to access the information and it is not wise to limit access to just one person. Executive Board member Bill Fischer thanked Jerie St. Germain for filling in to give out Buy One Get One Free Dial-A-Ride booklets in his absence last month. A member of audience reminded attendees that the Home Share program is open to anyone over the age of 18.

9. Informational Presentations - None

10. Appointments - None

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

a. Officer Reports

1. Vice Chair – No report.
2. Treasurer

Bill Oliver referred to the agenda packet’s attachment for Agenda Item 11.a.2. and said that the Bingo Bonanza ticket sales revenue was recorded in January, 2020.

3. Corresponding Secretary – No report.

b. Liaison & Program Manager Reports

1. Senior Share Liaison – No report.
2. Senior Nutrition Program Liaison

Ed Mazeika referred to the agenda packet’s attachment for Agenda Item 11.b.2. and said that the Home-delivered Meals and Congregate Programs are serving an average of 145 meals and 45 meals each day, respectively.

3. Housing Liaison – No report.

4. COA Dance Liaison – Linda Allen said that 77 people attended the March dance which was a little less than usual due to competing community events.

5. Bingo Bonanza Liaison

Ed Tingstrom said that the Bingo Bonanza was a huge success and netted \$3,100 and that 156 people attended. The next Bingo Bonanza is scheduled for September 19, 2020.

c. Ad Hoc Committee Reports

1. Speakers Bureau & Community Outreach Committee – No report.

12. Continued Business – None.

13. New Business – None.

14. Announcements of Upcoming Senior Center Events

a. Ventura County Area Agency on Aging Community Needs Assessment - Call 805-477-7300 to obtain a survey.

b. COA Dance, Friday, March 13, 2020, 7:30 p.m.

c. COA Dance, Friday, April 10, 2020, 7:30 p.m.

d. Easter Breakfast, Sunday, April 12, 2020, 8:00 a.m.

15. Suggested Agenda Items for the COA Meeting on April 13, 2020

16. Adjournment

By consensus of the Executive Board, the meeting was adjourned at 1:50 p.m.

CITY OF SIMI VALLEY • MEMORANDUM

DATE: May 11, 2020
TO: Simi Valley Council On Aging
FROM: Robert Martin, Assistant Community Services Manager
SUBJECT: PROFIT AND LOSS AND SENIOR NUTRITION REPORT

Profit and Loss Report

The profit and loss (P&L) report (attached) is a summary of the COA's total income and total expenses for the month of March and April, 2020.

March 2020:

REVENUES:	\$ 185.30
EXPENDITURES:	<u>\$ 830.05</u>
NET INCOME:	(\$ 644.75)

April 2020:

REVENUES:	\$ 509.56
EXPENDITURES:	\$ 3,124.17
NET INCOME:	(\$ 2,614.61)

Senior Nutrition Report

For the period of July 1, 2019 through April 30, 2020, the Simi Valley Senior Nutrition Program report (attached) indicates that 31,859 home delivered meals were provided and \$31,840.00 was received in donations. Also, 10,977 congregate meals were served and \$10,378.73 was received in donations. On March 16th, due to the COVID-19 emergency the Congregate Meals Program was converted to a drive-thru pick-up meal service. The report includes a breakdown by month.

Staff and COA Officer, Liaison, or Ad Hoc Advisory Committee members will be available to answer any questions at the May 11, 2020 meeting.

3:17 PM

04/29/20

Cash Basis

Council on Aging
Profit & Loss
March 2020

Agenda Item No.
11.a.1.

	Mar 20
Ordinary Income/Expense	
Income	
4 · Contributed support	
4010 · Individual Contribution	25.00
Total 4 · Contributed support	25.00
5 · Earned revenues	
5490 · Miscellaneous revenue	160.30
Total 5 · Earned revenues	160.30
Total Income	185.30
Gross Profit	185.30
Expense	
7200 · Contract for Service	
7220 · Musicians & bands	375.00
Total 7200 · Contract for Service	375.00
7500 · Other Contract for Service Exp	
7540 · Professional fees - other	300.00
Total 7500 · Other Contract for Service Exp	300.00
8100 · Non-Contract for Service Exp	
8110 · Supplies	103.60
8125 · Video Rentals	51.45
Total 8100 · Non-Contract for Service Exp	155.05
Total Expense	830.05
Net Ordinary Income	-644.75
Net Income	-644.75

3:22 PM

04/30/20

Cash Basis

Council on Aging
Profit & Loss
April 2020

	<u>Apr 20</u>
Ordinary Income/Expense	
Income	
4 · Contributed support	
4010 · Individual Contribution	210.00
4015 · Business Contribution	25.00
	<hr/>
Total 4 · Contributed support	235.00
5 · Earned revenues	
5490 · Miscellaneous revenue	274.56
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Total 5 · Earned revenues	274.56
	<hr/>
Total Income	509.56
	<hr/>
Gross Profit	509.56
Expense	
7200 · Contract for Service	
7220 · Musicians & bands	80.00
	<hr/>
Total 7200 · Contract for Service	80.00
8100 · Non-Contract for Service Exp	
8110 · Supplies	70.73
8112 · Food	99.80
8115 · Program Expense	2,873.64
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Total 8100 · Non-Contract for Service Exp	3,044.17
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Total Expense	3,124.17
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Net Ordinary Income	-2,614.61
	<hr/>
Net Income	<u><u>-2,614.61</u></u>

Simi Valley Senior Nutrition Program FY19-20 Report

HDM (C2) Contracted Meals: 38,000

Congregate (C1) Contracted Meals: 11,000

Total C2 & C1 Meals: 49,000

Home Delivered Meals				Congregate Meals				HDM / Congregate Totals		
	Meals Served	Unduplicated Clients	Donations Received		Meals Served	Unduplicated Clients	Donations Received		Meals Served Total	Unduplicated Clients
		New				New				New
Jul	3392	168	\$ 3,815.00		1088	222	\$1,066.88		4480	390
Aug	3491	12	\$ 2,885.00		1140	125	\$1,158.75		4631	137
Sept	2802	6	\$ 3,130.50		975	49	\$1,169.92		3777	55
Oct	3176	12	\$ 3,187.00		1220	103	\$1,474.55		4396	115
Nov	2938	10	\$ 3,130.00		883	30	\$907.00		3821	40
Dec	3186	14	\$ 3,207.50		767	18	\$709.41		3953	32
Jan	3193	15	\$ 3,106.50		950	36	\$953.90		4143	51
Feb	2915	10	\$ 3,022.50		914	43	\$901.35		3829	53
Mar	3238	15	\$ 3,398.50		1037	67	\$789.35		4275	82
Apr	3528	17	\$ 2,957.50		2003	100	\$1,247.62		5531	117
YTD Totals:	31,859	279	\$ 31,840.00		10,977	793	\$10,378.73		42,836	1072

Due to the COVID-19 Emergency the Congregate Meals Program was converted to a Drive-thru Pick Up Meal Program (PUMP) on March 16th.
Drive-thru hours are from 11:30 - 1:00, Monday - Friday at the Senior Center North entrance.

CITY OF SIMI VALLEY • MEMORANDUM

DATE: May 11, 2020

TO: Simi Valley Council On Aging

FROM: Angel Sierra, Community Services Manager

SUBJECT: DISCUSSION/ACTION ON A REQUEST FROM THE AD HOC FINANCE COMMITTEE TO APPROVE THE PROPOSED COA BUDGET FOR FISCAL YEAR 2020-21

The COA's FY 2020-21 Budget is solely funded by fundraiser proceeds and donations to the COA and does not include City General Fund contributions. Through its delegated authority granted by the City Council on November 22, 1976 via Resolution No. 76-140, the COA is authorized to generate income from a variety of sources, including receipt of donations and fundraising through special events, to support quality of life issues for seniors. Additionally, the COA has authorization to accept individual donations up to \$2,500 under the delegated authority of the City Manager pursuant to his/her authorities as governed by the City's Municipal Code. Any donations exceeding \$2,500 require additional approvals by the City Manager and/or the City Council.

The COA helps identify the needs of seniors, develops and recommends solutions for senior issues, and administers and supports programs that benefit seniors. As such, the COA maintains its budget separate from the City's General Fund. Its budget is adopted annually and monitored by the COA Executive Board, Community Services staff, and audited by the City's Fiscal Services staff.

The table below provides a summary of the COA's overall financial position as well as the proposed revenue and expenditures for FY 2020-21. The detailed budget is attached.

	FY 2018-19 Actuals	FY 2019-20 Budget	FY 2019-20 Estimated Actuals	FY 2020-21 Proposed Budget
Endowment Balance	\$19,524	\$17,707	\$19,669	\$19,669
SNP Reserve Balance	\$30,000	\$30,000	\$30,000	\$30,000
Starting Fund Balance	\$256,536	\$279,382	\$279,382	\$354,949
Revenues	\$67,620	\$51,000	\$125,143	\$54,650
Expenditures	\$44,773	\$86,038	\$49,576	\$93,100
Ending Fund Balance	\$279,382	\$244,344	\$354,949	\$316,499

Additionally, the Ad Hoc Finance Committee made recommendations that affect the budget. The recommendations are as follows:

- Subsidize the cost of purchasing a member management software system for the Senior Center that will allow for the management of client memberships, schedules, events and data, mass notification, volunteer tracking, and target marketing options at a cost not to exceed \$18,000. The COA Treasurer will work with staff to identify the best suited software and ensure the City's purchasing procurement policy is adhered to. (Increase included in the proposed budget);
- Allocate funding to help subsidize expenses related to Senior Nutrition Services; including congregate meals, home delivered meals and Senior Share programs at a cost not to exceed \$25,000. Although this allocation has been included and approved in previous budgets, the allocation has increased to accommodate an increase in services and rising food costs.

The COA's successful fundraising efforts and strong community support have sustained the COA's programming efforts and sponsorship of various critical programs that benefit seniors. The above recommendations are intended to assist in maintaining the COA's responsiveness to, and support of, the seniors it serves.

Attachment

**COUNCIL ON AGING
FY 2020-21 BUDGET**

The City Council has authorized the Council On Aging (COA) to accept and generate revenues to support senior programming and services. The COA generates income from a variety of sources, including receipt of donations and fundraising through special events, to support quality of life issues for seniors. The COA helps identify the needs of seniors, develops and recommends solutions for senior issues, and administers and supports programs that benefit seniors. The COA Budget is approved annually by the COA Executive Board and its general membership. The COA's FY 2020-21 Budget is solely funded by fundraiser proceeds and donations to the COA and does not include City General Fund contributions.

The COA continues to adhere to City purchasing policies, fiscal policies and budget guidelines. The COA employs an independent bookkeeper who reviews and monitors COA financial activity and the City's Fiscal Services Division also audits COA financial records annually to ensure adherence to fiscal policies.

	BUDGET FY 2018-19	ACTUALS 2018-19	BUDGET FY 2019-20	EST ACTUALS 2019-20	BUDGET 2020-21
VCCF ENDOWMENT	\$ 19,524	\$ 19,524	\$ 17,707	\$ 19,669	\$ 19,669
SENIOR NUTRITION PROGRAM RESERVE	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
BEGINNING FUND BALANCE	\$ 256,536	\$ 256,536	\$ 279,382	\$ 279,382	\$ 354,949
4000 Contributed Support	\$ -	\$ 13,846	\$ 6,000	\$ 96,166	\$ 5,900
Notes: Contributions received from individual patrons and local businesses(under Adhoc review).					
4010-Individual Contribution	\$ -	\$ 5,480	\$ 6,000	\$ 95,296	\$ 4,500
4015-Business Contributions	\$ -	\$ 8,366	\$ -	\$ 870	\$ 1,400
5000 Earned Revenues	\$ 1,758	\$ 53,774	\$ 45,000	\$ 28,977	\$ 48,750
Notes: Revenues from special events and advertisement from Wellness Expo, Bingo Bonanza,					
5310-Interest on Savings(Administrative)	\$ -	\$ 56	\$ 50	\$ 15	\$ -
5340-Investment Income (VCCF Endowment)	\$ 1,758	\$ 146	\$ 1,450	\$ 475	\$ 350
5450-Advertising Revenues (Wellness Expo)	\$ -	\$ 600	\$ 1,000	\$ -	\$ -
5450-Wellness Expo Ad.	\$ -	\$ -	\$ 1,000	\$ -	\$ -
5490-Miscellaneous Revenue (Various Events, including Bingo, Wellness Expo Sponsors, Rummage Sale, Jewelry Sale, Coffee Sales, COA Dances, Pancake Breakfast, etc.)	\$ -	\$ 13,391	\$ 17,300	\$ 8,653	\$ 10,200
5560-Tickets (Bingo, Oktoberfest, Dance)	\$ -	\$ 15,471	\$ 13,300	\$ 16,455	\$ 17,250
5570-Drawing (Dances)	\$ -	\$ 151	\$ -	\$ 29	\$ 350
5580-Table Reservation (Wellness Expo, Arts & Crafts)	\$ -	\$ 23,960	\$ 10,900	\$ 3,350	\$ 20,600
Total Revenues	\$ 1,758	\$ 67,620	\$ 51,000	\$ 125,143	\$ 54,650

		BUDGET FY 2018-19	ACTUALS 2018-19	BUDGET FY 2019-20	EST ACTUALS 2019-20	BUDGET 2020-21
EXPENDITURES						
7000	Contracted Services Notes: Costs associated with congregate meal program entertainment and professional service fee for COA bookkeeper.	\$ 7,985	\$ 10,068	\$ 12,825	\$ 10,350	\$ 12,250
	7220-Musicians & Bands (SNP & COA Dances)	\$ 5,585	\$ 7,468	\$ 9,225	\$ 7,650	\$ 8,650
	7540-Professional Services (Admin.-Bookkeeper)	\$ 2,400	\$ 2,600	\$ 3,600	\$ 2,700	\$ 3,600
8100	Operating Expenses Notes: Costs associated with special event supplies and hospitality items, coffee service, video rental for weekly movies, and COA approved equipment purchases.	\$ 29,341	\$ 22,798	\$ 31,073	\$ 31,514	\$ 70,700
	8110-Supplies (Coffee, Senior Share, Equipment Rental, Wii Bowling, Misc.)	\$ 9,041	\$ 10,094	\$ 9,091	\$ 8,279	\$ 12,700
	8112-Food (Senior Share, Ice Cream Social, Misc.)	\$ -	\$ 878	\$ 950	\$ 2,454	\$ 4,850
	8115-Program Expenses (Senior Nutrition Programs - including Meals On Wheels, Congregate Meal program and Senior Share and Kits programs.)	\$ 20,300	\$ 7,000	\$ 20,000	\$ 20,000	\$ 26,500
	8120-Advertising	\$ -	\$ 447	\$ 135	\$ -	\$ 200
	8125-Video Rental	\$ -	\$ 153	\$ 205	\$ 154	\$ 150
	8160-Equipment Rental & Maint	\$ -	\$ 899	\$ 150	\$ 337	\$ 7,000
	8165-Equipment Purchase	\$ -	\$ 2,227	\$ -	\$ -	\$ 18,000
	8170-Printing/Copy (Special Event Support)	\$ -	\$ 1,100	\$ 542	\$ 290	\$ 1,300
8500	Misc. Expenses Notes: Costs associated with mileage for Senior Share food pickup, special event prizes and payouts, membership dues and community outreach.	\$ 31,623	\$ 11,907	\$ 42,140	\$ 7,712	\$ 10,150
	8530-Membership Fees (Community Council, Movie Permit)	\$ 700	\$ 496	\$ 800	\$ 356	\$ 350
	8535-Participation Fee (Senior Games)	\$ 500	\$ 1,020	\$ 640	\$ 1,712	\$ 1,000
	8545-Mileage (Senior Share)	\$ 300	\$ 210	\$ 600	\$ 396	\$ 1,400
	8570-Advertising Expenses	\$ 14,500	\$ -	\$ 15,000	\$ -	\$ -
	8590-Other Expenses (Bingo Bonanza Payouts, COA Dances, Senior Share, Older Americans Month, Community Outreach)	\$ 15,623	\$ 10,182	\$ 25,100	\$ 5,248	\$ 7,400
	Total Expenditures	\$ 68,949	\$ 44,773	\$ 86,038	\$ 49,576	\$ 93,100
	ENDING FUND BALANCE	\$ 189,345	\$ 279,382	\$ 244,344	\$ 354,949	\$ 316,499