



BUDGET WORKSHOP

Marie Callender's

185 E. Daily Drive, Camarillo, CA 93010

Minutes

Tuesday, July 24, 2013 – 12:11 p.m.

1. The meeting of the Camarillo Council on Aging was called to order at 12:11 p.m., on July 24, 2013.

2. **Roll Call**

LUIS ESPINOSA, Chair - Present

VAL RAINS, Vice Chair- Present

TODD TERRES, Treasurer - Present

KAREN VALENTINE, Secretary - Present

RENEE HIGGINS, Member - Absent

3. **Amendments to the Agenda** – Move agenda Item #7 after Treasurer's Report.

4. **Open Communications/Public Forum - The Camarillo Council on Aging, Executive Board, will hear from the public on any item of interest that is not on the agenda. The Executive Board cannot take action on any item not scheduled on the agenda. These items may be referred for administrative action or scheduled on a future agenda.**

Gail Ditommaso – Leisure Village resident joined the meeting. Gail volunteers at the Camarillo Health Care District with the Senior Support Line Program.

Council Chair, Luis Espinosa commented on the Farmers Market vouchers for Senior Citizens. Free vouchers for seniors in need are provided for produce.

5. **Treasurer's Report** – Todd Terres

- Beginning Balance \$16,792.27
- Earnings \$.60
- Expenses \$4,471.96
- Ending Balance \$12,320.91

Report corrected to reflect \$1,000 check to the Arthritis Foundation.

- 7. Define Grant Program Process and Parameters**
Parameters and process were discussed. It was **MOVED** by Council Member Val Rains, **SECONDED** by Council Member Karen Valentine that the Camarillo Council on Aging limit the total grants for any calendar year not to exceed \$2,000. The motion was amended to reflect that individual grants not to exceed \$500. It was **MOVED** by Council Member Todd Terres, **SECONDED** by Council Member Karen Valentine, and the **MOTION PASSED**. Council Member Val Rains suggested that any organization who received grant funds may not apply again for two (2) years. This item will be discussed at Regular meeting on August 20, 2013.
- 6. Camarillo Council on Aging (CCOA) Funds and Budget Process**
Resolution established the CCOA but By Laws Govern. Any changes to By Laws must first be approved by the CCOA then they must be approved by the city. A Budget cannot be established until we have further information on the cost of the Resource Guide. It was **MOVED** by Council Member Val Rains, **SECONDED** by Council Chair Luis Espinosa, and the **MOTION PASSED** to table until future date.
- 8. Procedures and Policies**
It was **MOVED** by Council Chair Luis Espinosa, **SECONDED** by Council Member Val Rains, and the **MOTION PASSED** to table the discussion to the Special meeting of September 12, 2013.
- 9. Board Member Assignments**
It was **MOVED** by Council Member Val Rains, **SECONDED** by Council Chair Luis Espinosa, and the **MOTION PASSED** to table the discussion to the Regular meeting of August 20, 2013.
- 10. Expo Event M.O.U. Renewal**
It was **MOVED** by Council Member Val Rains, **SECONDED** by Council Member Karen Valentine, and the **MOTION PASSED** to establish an Ad Hoc Committee consisting of Executive Board Members Val Rains and Luis Espinosa to work with the city in revising the existing Memorandum of Understanding (MOU) with Pleasant Valley Recreation and Park District for the Fifty Plus Expo.
- 11. Camarillo Commission on Aging (CCOA) Outreach Efforts**
It was **MOVED** by Council Member Val Rains, **SECONDED** by Council Member Todd Terres, and the **MOTION PASSED** to table the discussion to the Regular meeting of August 20, 2013.
- 12. Senior Resource Guide**
Guide discussed and broken down to specific areas

 - A. Assignments – Executive Committee Assignments**
LUIS ESPINOSA – Coordinator
VAL RAINS – Advertising and Sponsorship
TODD TERRES – Bids, formatting, printing
KAREN VALENTINE – Content
RENEE HIGGINS – Advertising and Sponsorship

13. **Adjournment** – Council Member Val Rains moved for adjournment, seconded by Council Chair Luis Espinosa, passed unanimously at 1:33 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Karen Valentine", written over a horizontal line.

Karen Valentine

Secretary

Camarillo Council on Aging