



# Riverside County Advisory Council on Aging

Executive Committee Meeting

May 31, 2023

10:00 a.m. – 11:00 a.m.

**Meeting Location:**

Office on Aging  
3610 Central Avenue  
Suite 102  
Riverside, CA 92506

*Agenda*

## *Agenda Overview*

1. First Order of Business  
1.4. Public Comment
2. Action Items
3. Discussion Items
4. Adjourn

# 1. First Order of Business

## Cynthia Lemus, Chair

### 1.1. Call to Order

Any requests for public comment during the meeting should be made by comment card and submitted to *Libby Garcia*. Public comments will be heard at Agenda Item 1.4.

### 1.2. Establish Quorum and Self-Introductions

#### Members

- Cynthia Lemus, Chair
- Mark Cox, Vice Chair
- Javier Lopez, Parliamentarian

#### Office on Aging Staff

- Gary Robbins, Deputy Director for Administration
- Jennifer de la Ossa-Ramirez, Administrative Services Manager, II
- Libby Garcia, Executive Assistant II

# 1. First Order of Business

## Cynthia Lemus, Chair

### 1.3. Chair Reports and Reminders

#### 1.3.1. Next Executive Committee Meeting

##### **Onsite Meeting**

**Wednesday, June 14, 2023**

Riverside County Office on Aging

3610 Central Ave., Ste. 101

Riverside, CA 92506

11:00 a.m. – 12:00 p.m. (Following the Advisory Council General Meeting)

(877) 932-4100

### 1.4. Public Comments

*Each speaker may be limited to speak two (2) minutes or less depending on the number of speakers. At the direction of the Chair or by majority vote of the Council, the two (2) minute time limitation may be waived, increased, or reduced. The maximum time for public comment for any individual item or topic may be limited to fifteen (15) minutes. The Council may terminate public comments if such comments become repetitious or disruptive. Any written documents to be distributed or presented to the Council shall be submitted [AC@rivco.org](mailto:AC@rivco.org). This policy applies to Public Comments and general comments on agenda items. Under the Brown Act, the Council will not take action on or discuss matters raised which are not posted 72 hours in advance. Council members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.*

## 2. Action Items

Cynthia Lemus, Chair

### 2.1.1. APPROVE THE MINUTES OF THE MARCH 22, 2023, EXECUTIVE COMMITTEE MEETING.

**Quorum:** 2

**Must abstain:** J. Lopez

**Motion:**

**Second:**

**Notes:**

**Vote:**

## 2. Action Items

Cynthia Lemus, Chair

**2.1.2. APPROVE MOVING THE EXECUTIVE COMMITTEE TO START AT 11:00AM, FOLLOWING THE GENERAL ADVISORY COUNCIL MEETING, EFFECTIVE JUNE 14, 2023.**

**Quorum:** 2

**Must abstain:**

**Motion:**

**Second:**

**Notes:**

**Vote:**

***3. Discussion Items***  
**Cynthia Lemus, Chair**

**3.1. Discussion Items Within the Purview of the Executive Committee**

**3.1.1 Membership Updates**

**3.1.2 Agenda for June 14, 2023 Advisory Council Meeting**

# **Advisory Council Regular Meeting**

## **Agenda Overview: June 14, 2023**

1.1. Call to Order

1.2. Establish a Quorum

1.3. Review ADA Guidelines

1.4. Invocation

1.5. Pledge of Allegiance

1.6. Self-Introductions

1.7. Chair Announcements

1.7.1 Next Advisory Council Meeting

1.7.2 Officer Election Results

1.8. Public Comments



# **Advisory Council Regular Meeting**

**Agenda Overview: June 14, 2023**

*Continued*

2.1 Approve Minutes from Prior Advisory Council Meeting(s)

2.1.1 Approve Minutes of the April 12, 2023 Meeting

2.1.2 Approve Minutes of the May 17, 2023 Meeting

3.1 Department/ADRC Update

4.1 Presentation

5.1 Discussion Items

5.1.1 Integrated Services Kiosks Update

5.1.1 Membership Update

5.1.2 Mileage and Hour Sheet Discussion

5.1.3 Senior Center Field Trip Discussion

5.1.4 Ambassador Packet Discussion

6.1. Committee Reports – TBD

7.1. Liaison Reports – TBD

8.1. Ambassador Reports – TBD

9.1. Closing Comments

10.1 Adjourn

## *4. Adjourn*

**Cynthia Lemus, Chair**

### **4.1. APPROVE MOTION TO ADJOURN MEETING.**

**Quorum:** 2

**Must abstain:**

**Motion:**

**Second:**

**Notes:**

**Vote:**

*Riverside County  
Board of Supervisors*

Kevin Jeffries	Supervisor, District I
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Karen Spiegel	Supervisor, District II
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Chuck Washington	Supervisor, District III
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V. Manuel Perez	Supervisor, District IV
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Yxstian Gutierrez	Supervisor, District V
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*Riverside County  
Office on Aging Staff*

Jewel Lee	Director
Gary Robbins	Deputy Director for Administration
Jennifer de la Ossa - Ramirez	Administrative Services Manager II
Libby Garcia	Executive Assistant II

## *Advisory Council on Aging Membership*

Cynthia Lemus	Chair
Mark Cox	Vice Chair
Javier Lopez	Parliamentarian
Vacant	Appointee, District I
Vacant	Appointee, District II
Vacant	Appointee, District III
Vacant	Appointee, District IV
Barbara Mitchell	Appointee, District V
Debbie Franklin	Member
Donald Brock	Member
Steve Mehlman	Member
Teresa Chappell	Member
Vacant	Member
Vacant	Member
Vacant	Member
Vacant	Member
Vacant	Member



## *Advisory Council on Aging Committees*

<b>Committee</b>	<b>Chair</b>	<b>Members</b>
<b>Executive</b>	Cynthia Lemus	Mark Cox, Vice Chair Javier Lopez, Parliamentarian
<b>Advocacy</b>	Teresa Chappell	Mark Cox Steve Mehlman
<b>Annual Report</b>	Cynthia Lemus	Vacant
<b>Bylaws</b>	Javier Lopez	Debbie Franklin
<b>Community Connections</b>	Cynthia Lemus	Vacant
<b>Healthy Living</b>	TBD	Barbara Mitchell Debbie Franklin
<b>Membership</b>	Cynthia Lemus, Interim	Donald Brock
<b>Planning</b>	Debbie Franklin	Vacant

## *Advisory Council on Aging Liaisons*

California Senior Legislature (CSL)	Mark Cox, Senior Assembly Member
California Senior Legislature (CSL)	Milissa Meyer, Senior Assembly Member
California Senior Legislature (CSL)	Teresa Chappell, Senior Assembly Member
California Senior Legislature (CSL)	Vacant, Senior Assembly Member
California Senior Legislature (CSL)	Steve Mehlman, Senior Senator
California Senior Legislature (CSL)	Donald Brock, Senior Senator
Continuum of Care	Javier Lopez
Foundation on Aging	Cynthia Lemus
Grandparents Raising Grandchildren (GRG)	Mark Cox
Health Insurance Counseling and Advocacy Program (HICAP)	Debbie Franklin
Housing	Javier Lopez
In-Home Supportive Services (IHSS) Advisory Council	Barbara Mitchell Donald Brock
Long-Term Care Ombudsman Program (LTCOP)	Teresa Chappell
Older Adults System of Care	Barbara Mitchell
Public Health	Vacant
Transportation Services	Steve Mehlman
Triple A Council of California (TACC)	Cynthia Lemus
Veterans Services	Cynthia Lemus Donald Brock

## *Advisory Council on Aging Guidelines*

**Materials Distributed:** In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting at the following email address: [AC@rivco.org](mailto:AC@rivco.org). To view a hard copy of the materials, please contact Advisory Council staff at phone number: (877) 932-4100.

**ADA:** In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to attend an Advisory Council on Aging meeting, please contact Stacie Catlin at: (877) 932-4100 or TTD 711. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.

**Public Comments:** Each speaker may be limited to speak two (2) minutes or less depending on the number of speakers. At the direction of the Chair or by majority vote of the Council, the two (2) minute time limitation may be waived, increased or reduced. The maximum time for public comment for any individual item or topic may be limited to fifteen (15) minutes. The Council may terminate public comments if such comments become repetitious or disruptive. Any written documents to be distributed or presented to the Council shall be submitted to the Council's assigned staff. This policy applies to Public Comments and general comments on agenda items. Under the Brown Act, the Council will not take action on or discuss matters raised which are not posted 72 hours in advance. Council members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.



## *Advisory Council on Aging Meeting Schedule*

2022/2023			
Date	Day	Time	Location
September 14, 2022	Wednesday	10:00 a.m. – 12:00 p.m.	Virtual <a href="#">Zoom Meeting Link</a>
October 12, 2022	Wednesday	10:00 a.m. – 12:00 p.m.	Virtual <a href="#">Zoom Meeting Link</a>
November 9, 2022	Wednesday	10:00 a.m. – 12:00 p.m.	Virtual <a href="#">Zoom Meeting Link</a>
December 14, 2022	Wednesday	10:00 a.m. – 12:00 p.m.	Virtual <a href="#">Zoom Meeting Link</a>
January 11, 2023	Wednesday	10:00 a.m. – 12:00 p.m.	Virtual <a href="#">Zoom Meeting Link</a>
February 8, 2023	Wednesday	10:00 a.m. – 12:00 p.m.	Virtual <a href="#">Zoom Meeting Link</a>
March 8, 2023	Wednesday	10:00 a.m. – 12:00 p.m.	In Person
April 12, 2023	Wednesday	10:00 a.m. – 12:00 p.m.	In Person
May 17, 2023	Wednesday	10:00 a.m. – 12:00 p.m.	In Person
June 14, 2023	Wednesday	10:00 a.m. – 12:00 p.m.	In Person