

# Minutes



## Riverside County Advisory Council on Aging

Regular Meeting

June 14, 2023

10:00 a.m. – 12:00 p.m.

**Meeting Location:**

3610 Central Avenue, Suite 102

Riverside, CA 92506

## *Agenda Overview*

1. First Order of Business  
1.8. [Public Comment](#)
2. Action Items
3. Department/ADRC Reports
4. Discussion Items
5. Committee Reports
6. Liaison Reports
7. Ambassador Reports
8. Closing Comments
9. Adjourn

# 1. First Order of Business Cynthia Lemus, Chair

## 1.1. Call to Order – Cynthia Lemus, Chair

To request a public comment during the meeting, please complete a comment card and provide it to *Libby Garcia*.

## 1.2. Establish a Quorum – Javier Lopez, Parliamentarian

Members	
<input checked="" type="checkbox"/> Barbara Mitchell	<input type="checkbox"/> Javier Lopez
<input checked="" type="checkbox"/> Cynthia Lemus	<input type="checkbox"/> Mark Cox
<input checked="" type="checkbox"/> Debbie Franklin	<input checked="" type="checkbox"/> Steve Mehlman
<input checked="" type="checkbox"/> Donald Brock	<input checked="" type="checkbox"/> Teresa Chappell

# 1. First Order of Business Cynthia Lemus, Chair

**1.3. Review ADA Guidelines – Cynthia Lemus, Chair**

**1.4. Invocation – Donald Brock, Member**

**1.5. Pledge of Allegiance – Cynthia Lemus, Chair**

**1.6. Self-Introductions – Cynthia Lemus, Chair**

Members			
<input checked="" type="checkbox"/>	Barbara Mitchell	<input type="checkbox"/>	Javier Lopez
<input checked="" type="checkbox"/>	Cynthia Lemus	<input type="checkbox"/>	Mark Cox
<input checked="" type="checkbox"/>	Debbie Franklin	<input checked="" type="checkbox"/>	Steve Mehlman
<input checked="" type="checkbox"/>	Donald Brock	<input checked="" type="checkbox"/>	Teresa Chappell

# 1. First Order of Business Cynthia Lemus, Chair

## 1.6. Self-Introductions *Continued*:

### Riverside County Office on Aging Staff

- Jewel Lee, Director
- Gary Robbins, Deputy Director for Administration
- Jennifer de la Ossa-Ramirez, Admin Services Manager II
- Renne Sanchez, Supervising Program Specialist
- Libby Garcia, Executive Assistant II

**1. First Order of Business**  
**Cynthia Lemus, Chair**

**1.7. Chair Reports and Reminders**

**1.7.1. Next General Meeting**

**IN-PERSON MEETING**

**Wednesday, September 6, 2023**

10:00 a.m. – 12:00 p.m.

Riverside County Office on Aging

3610 Central Avenue

1<sup>st</sup> Floor, Suite 102

Riverside, CA 92506

(877) 932-4100

## 1. First Order of Business Cynthia Lemus, Chair

### 1.8. Public Comments – Cynthia Lemus, Chair

*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 APRIL 12, 2023, MEETING.

**Quorum:** 5

**Must abstain:** Steve Mehlman

**Motion:** Barbara Mitchell

**Second:** Debbie Franklin

**Notes:**

**Roll Call Vote:** Motion passed unanimously.

#### Members

<input checked="" type="checkbox"/> Barbara Mitchell	<input type="checkbox"/> Javier Lopez
<input checked="" type="checkbox"/> Cynthia Lemus	<input type="checkbox"/> Mark Cox
<input checked="" type="checkbox"/> Debbie Franklin	<input checked="" type="checkbox"/> Steve Mehlman
<input checked="" type="checkbox"/> Donald Brock	<input checked="" type="checkbox"/> Teresa Chappell



## 2. Action Items

Cynthia Lemus, Chair

### 2.1.2. APPROVE THE MINUTES OF THE MAY 17, 2023, MEETING.

**Quorum:** 4

**Must abstain:** Teresa Chappell, Javier Lopez

**Motion:** Debbie Franklin

**Second:** Barbara Mitchell

**Notes:**

**Roll Call Vote:** Motion passed unanimously.

#### Members

Barbara Mitchell

Javier Lopez

Cynthia Lemus

Mark Cox

Debbie Franklin

Steve Mehlman

Donald Brock

Teresa Chappell

## 2. Action Items

Cynthia Lemus, Chair

### 2.1.3. APPROVE THE 2023/2024 ADVISORY COUNCIL MEETING SCHEDULE.

**Quorum:** 5

**Must abstain:**

**Motion:** Steve Mehlman

**Second:** Don Brock

**Notes:**

**Roll Call Vote:** Motion passed unanimously.

#### Members

<input checked="" type="checkbox"/> Barbara Mitchell	<input type="checkbox"/> Javier Lopez
<input checked="" type="checkbox"/> Cynthia Lemus	<input type="checkbox"/> Mark Cox
<input checked="" type="checkbox"/> Debbie Franklin	<input checked="" type="checkbox"/> Steve Mehlman
<input checked="" type="checkbox"/> Donald Brock	<input checked="" type="checkbox"/> Teresa Chappell

## 2. Action Items

Cynthia Lemus, Chair

### 2.1.4. APPOINT ADDITIONAL MEMBERS TO THE ADVISORY COUNCIL MEMBERSHIP COMMITTEE.

**Quorum:** 5

**Must abstain:**

**Motion:** Barbara Mitchell

**Second:** Don Brock

**Notes:** Debbie Franklin appointed to Membership Committee.

**Roll Call Vote:** Motion passed unanimously.

#### Members

<input checked="" type="checkbox"/> Barbara Mitchell	<input type="checkbox"/> Javier Lopez
<input checked="" type="checkbox"/> Cynthia Lemus	<input type="checkbox"/> Mark Cox
<input checked="" type="checkbox"/> Debbie Franklin	<input checked="" type="checkbox"/> Steve Mehlman
<input checked="" type="checkbox"/> Donald Brock	<input checked="" type="checkbox"/> Teresa Chappell

## 2. Action Items

Cynthia Lemus, Chair

### 2.1.5. APPROVE THE ADVISORY COUNCIL ORIENTATION DATE OF SEPTEMBER 28, 2023.

**Quorum:** 5

**Must abstain:**

**Motion:** Barbara Mitchell

**Second:** Don Brock

**Notes:**

**Roll Call Vote:** Motion passed unanimously.

#### Members

<input checked="" type="checkbox"/> Barbara Mitchell	<input type="checkbox"/> Javier Lopez
<input checked="" type="checkbox"/> Cynthia Lemus	<input type="checkbox"/> Mark Cox
<input checked="" type="checkbox"/> Debbie Franklin	<input checked="" type="checkbox"/> Steve Mehlman
<input checked="" type="checkbox"/> Donald Brock	<input checked="" type="checkbox"/> Teresa Chappell

### **3.1. Department Update**

- **First kiosk has been installed at Jurupa Valley Health Clinic. OOA has received 300 referrals from this location. Kiosk Team/Anarosa Robledo will be contacted and asked to make a presentation to council members in September.**
- **Sterlon Sims was present as a member of the public and introduced as new Advisory Council member to take seat in July.**
- **District 2 currently routing their appointee for approval. District 3 no decision. District 4 slated to have theirs by June 27.**

## **3. Department/ADRC Reports**

**Gary Robbins,**  
*Deputy Director for Administration*  
Riverside County Office on Aging



4. Presentations - *None*

## 5. Discussion Items

### 5.1. Discussion Items

#### 5.1.1. Advisory Council Officer Elections

#### 5.1.2. Mileage and Hour Sheet Discussion

#### 5.1.3. Ambassador Packet Discussion

#### 5.1.4. Membership Update

#### 5.1.1. Advisory Council Officer Elections

- **New Chairperson – Mark Cox**  
**New Vice Chairperson – Debbie Franklin**  
**New Parliamentarian – Cynthia Lemus**

#### 5.1.2. Mileage and Hour Sheet Discussion

- **Completed mileage sheets signed by members.**
- **Draft Survey Monkey form for mileage and hours presented and discussed.**
- **Form has prep-populated drop downs. Form will be modified to include more focal points and an additional area to indicate “other” locations of travel.**
- **Form will be reconciled to current Ambassador List, so all senior and health centers are reflected.**

*– continued*

## 5. Discussion Items - *Continued*

### 5.1.2. Mileage and Hour Sheet Discussion - *continued*

- The Mileage and Hour Sheets must be submitted online by members and are due on the same date as the Committee, Liaison and Ambassador Reports.
- Due dates are on the 2023/2024 Advisory Council Meeting Schedule.
- OOA will complete requested modifications by July 2023.
- Target launch date for new form is September 2023.

### 5.1.3. Ambassador Packet Discussion

- Packets given to members – 1 packet for each member with business cards and 5 additional packets without business cards. Discussion followed.
- Modifications to be made over the summer:
  - Reduce 11x17 pamphlet to 8 1/2 x 14
  - Who We Serve – translate to Spanish
  - Become A Member – translate to Spanish
  - Behavioral Health Spanish – pending printing
  - CalFresh Spanish – request more
- Updated Ambassador List – target date September 2023.
- Contact Libby if more packets needed.



## **5. Discussion Items - *Continued***

### **5.1.4. Membership Updates**

- **District 1 – Sterlon Sims, effective July 1**  
**District 2 – pending**  
**District 3 – pending**  
**District 4 – pending**
- **Membership Committee will meet on July 12, 2023, from 10:00 am to 12:00 pm to review membership applications.**
- **For the meeting, OOA will provide copies of applications, Community Analysis, Area Plan recommendations regarding ethnicity, gender, etc.**
- **Membership Committee will record all concerted efforts for inclusion.**

## **6.1. Committee Reports**

**6. Committee Reports -  
*None***

## **7.1. Liaison Reports**

### **7. Liaison Reports - *None***

## 8. Ambassador Reports - *None*

### 8.1. Ambassador Reports

## 9. Closing Comments

### Cynthia Lemus, Chair

## Closing Comments

- *Cynthia thanked the council for their hard work and stated it was a pleasure to serve as their Chairperson. She also shared that she attended the Elder Abuse Symposium (symposium) and appreciated the presentations and resources shared.*
- *Teresa expressed that she has enjoyed working with the council and looks forward to working with the new members.*
- *Debbie stated she attended the symposium and that presenters did a fine job and she learned new information.*
- *Steve shared that he is on a committee to implement a master plan on aging at the local and regional levels.*
- *Barbara stated she attended the symposium and found the experience to be positive and enjoyable.*
- *Don shared he also attended the symposium and appreciated that the presenter knew her subject matter well. He also shared he will be recruiting members for his Veterans Committee.*
- *Gary expressed his gratitude to Cynthia for successfully chairing the council through COVID, low membership and OOA staffing changes. Gary stated he attended the symposium and was pleased to see representation from the State Department of Aging. Gary also stated that there will be a press conference with Attorney General Vota at noon today and the focus is on financial abuse of seniors.*

# 9. Adjourn

Cynthia Lemus, Chair

## 9.1. APPROVE MOTION TO AJOURN MEETING.

**Quorum:** 5

**Must abstain:**

**Motion:** Debbie Franklin

**Second:** Barbara Mitchell

**Notes:** Adjourned at 11:33 a.m.

**Roll Call Vote:** Motion passed unanimously.

### Members

<input checked="" type="checkbox"/> Barbara Mitchell	<input type="checkbox"/> Javier Lopez
<input checked="" type="checkbox"/> Cynthia Lemus	<input type="checkbox"/> Mark Cox
<input checked="" type="checkbox"/> Debbie Franklin	<input checked="" type="checkbox"/> Steve Mehlman
<input checked="" type="checkbox"/> Donald Brock	<input checked="" type="checkbox"/> Teresa Chappell

Minutes Recorded By:	Libby Garcia
Position:	Executive Assistant II, Office on Aging
Signature:	<i>Libby Garcia</i>
Date:	November 8, 2023

**Riverside County  
Board of Supervisors**

Kevin Jeffries

Supervisor, District I

Karen Spiegel

Supervisor, District II

Chuck Washington

Supervisor, District III

V. Manuel Perez

Supervisor, District IV

Yxstian Gutierrez

Supervisor, District V

**Riverside County  
Office on Aging Staff**

Jewel Lee	Director
Gary Robbins	Deputy Director for Administration
Jennifer de la Ossa-Ramirez	Administrative Services Manager II
Renne Sanchez	Supervising Program Specialist
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
Debbie Franklin	Appointee, District V
Barbara Mitchell	Member
Donald Brock	Member
Javier Lopez	Member
Steve Mehlman	Member
Teresa Chappell	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>	Vacant	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)	<b>Vacant</b> , Senior Assembly Member
California Senior Legislature (CSL)	Donald Brock, Senior Senator
California Senior Legislature (CSL)	Steve Mehlman, 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	<b>Vacant</b>
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 Stacie Catlin 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.	<a href="#">Zoom Meeting Link</a>
October 12, 2022	Wednesday	10:00 a.m. – 12:00 p.m.	<a href="#">Zoom Meeting Link</a>
November 9, 2022	Wednesday	10:00 a.m. – 12:00 p.m.	<a href="#">Zoom Meeting Link</a>
December 14, 2022	Wednesday	10:00 a.m. – 12:00 p.m.	<a href="#">Zoom Meeting Link</a>
January 11, 2023	Wednesday	10:00 a.m. – 12:00 p.m.	<a href="#">Zoom Meeting Link</a>
February 8, 2023	Wednesday	10:00 a.m. – 12:00 p.m.	<a href="#">Zoom Meeting Link</a>
March 8, 2023	Wednesday	10:00 a.m. – 12:00 p.m.	In-Person Meeting
April 12, 2023	Wednesday	10:00 a.m. – 12:00 p.m.	In-Person Meeting
May 17, 2023	Wednesday	10:00 a.m. – 12:00 p.m.	In-Person Meeting
June 14, 2023	Wednesday	10:00 a.m. – 12:00 p.m.	In-Person Meeting

### **In-Person Meeting Location**

Riverside County Office on Aging  
 3610 Central Ave., Ste. 102  
 Riverside, CA 92506  
 (877) 932-4100