



# Minutes

## Riverside County Advisory Council on Aging

Regular Meeting

September 6, 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. Department Update/ADRC Reports
3. Presentation
4. Action Items
5. Discussion Items
6. Committee Reports
7. Liaison Reports
8. Ambassador Reports
9. Closing Comments
10. Adjourn

# 1. First Order of Business Mark Cox, Chair

## 1.1.1. Call to Order – Mark Cox, Chair

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

**Called to order at 10:05 a.m.**

## 1.2.1. Establish a Quorum – Mark Cox

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

**A quorum was established.**

# 1. First Order of Business Mark Cox, Chair

**1.3.1. Review ADA Guidelines – Mark Cox, Chair**

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

**1.5.1. Pledge of Allegiance – Mark Cox, Chair**

**1.6.1. Self-Introductions – Mark Cox, Chair**

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

# 1. First Order of Business Mark Cox, Chair

## 1.6. Self-Introductions *Continued*:

### Riverside County Office on Aging Staff

- Jewel Lee, Director
- Gary Robbins, Deputy Director for Administration
- Renne Sanchez, Supervising Program Specialist
- Libby Garcia, Executive Assistant II
- Alyssa Peeters, Services Assistant
- Desiree Cruz, Executive Assistant III

# 1. First Order of Business

Mark Cox, Chair

## 1.7. Chair Reports and Reminders

**Advisory Council Member Orientation Thursday,  
September 28, 2023**

2:00 p.m. – 4:00 p.m.

Riverside County Office on Aging 3610 Central Avenue 1<sup>st</sup>  
Floor, Suite 102 Riverside, CA 92506  
(877) 932-4100

**Orientation mandatory for new members; highly encouraged for current members.**

**Next General Meeting Wednesday,  
October 4, 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

**Brown Act Training will take place on October 4<sup>th</sup>, all members required to attend.**

# 1. First Order of Business

## Mark Cox, Chair

### 1.8. Public Comments – Mark Cox, Chair

*Each speaker may be limited to speak two (3) minutes or less depending on the number of speakers. At the direction of the Chair or by majority vote of the Council, the two (3) 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.*

**No public comments.**

## 2. Department Update/ ADRC Reports

**Gary Robbins**

*Deputy Director for Administration*

*Riverside County Office on Aging*

### **2.1. Department Update**

**The County is continuing to focus on system integration and the hurdle of sharing information among various county providers as well as among multiple counties. Informed consent being considered.**

**1<sup>st</sup> Phase of integrated services was launched at the Jurupa Valley WIC Clinic. Integrated services include self-service kiosks, service navigator staff on hand to meet with clients, perform a Whole Person Care Tool assessments and provide resources. All services took place while clients were waiting for their appointments. The pilot program has been in effect for six months and will continue at Jurupa.**

**2<sup>nd</sup> Phase will likely roll out at the Temecula WIC location and will implement the “no wrong door” approach and a family resource center. The kiosks are still a work in progress.**

**OoA focus is to continue at Jurupa and expand to Temecula.**

**Member Brock stated there needs to be something implemented so the hospitals, social workers and case managers are all communicating.**

**Gary stated OoA staff are currently embedded at the County hospital in Moreno Valley.**



## 3. Presentations

### 3.1 Carmen Estrada

**Executive Director, Inland Caregiver Resource Center**

***Presentation Topic: Inland Empire Master Plan on Aging***

**Carmen Estrada presented on the Inland Empire Master Plan on Aging (IE MPA) project.**

**This is a subcommittee of the coalition. There are 14 members with one seat available. Advisory Council (AC) members were encouraged to apply.**

**This project requires Riverside and San Bernardino County to work together. Project is funded through March 31, 2025.**

**The IE MPA is seeking support from the Board of Supervisors and the Advisory Council.**

**Carmen shared information on the IE MPA's scope of work. Data identified transportation needs are lacking in the State and IE MPA.**

**The full data collection results will be presented at a launch event on September 29, 2023. AC members are invited.**

**Carmen will send an email invitation to the AC members.**

## 4. Action Items

Mark Cox, Chair

### 4.1.1. MOTION TO APPROVE MINUTES FROM ADVISORY COUNCIL MEETING HELD ON JUNE 14, 2023.

**Must Abstain:** Mark Cox, Javier Lopez, Milissa Meyer, Sterlon Sims

**Motion:**

**Second:**

**Discussion:**

**Notes:** Due to abstentions, a quorum was not present to approve the minutes. Item will be placed on October 4, 2023, agenda.

#### Member Vote

<input type="checkbox"/> Don Brock	<input type="checkbox"/> Javier Lopez
<input type="checkbox"/> Teresa Chappell	<input type="checkbox"/> Steve Mehlman
<input type="checkbox"/> Mark Cox	<input type="checkbox"/> Milissa Meyer
<input type="checkbox"/> Debbie Franklin	<input type="checkbox"/> Barbara Mitchell
<input type="checkbox"/> Cynthia Lemus	<input type="checkbox"/> Sterlon Sims

*\*A checked box is recorded as an 'Aye' vote*

## 4. Action Items

Mark Cox, Chair

### 4.1.2. MOTION TO APPROVE THE MEMBERSHIP COMMITTEE'S RECOMMENDATIONS OF CANDIDATES FOR GENERAL ADVISORY COUNCIL.

1. Leezett Casal
2. Tyler Cobb
3. Donna Olson

**Motion:** Member Mitchell

**Second:** Member Mehlman

**Discussion:** Background on recommended applicants provided to members. Unanimous vote to approve recommended new members.

#### Member Vote

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

*\*A checked box is recorded as an 'Aye' vote*

## 5. Discussion Items

### 5. Discussion Items

#### 5.1.1. Ambassador Packets and Name Badges

AC members function as liaison between Senior centers and the OoA to ensure locations are aware of offered services. Use of Ambassador packets reviewed.

Packets were distributed to new members. New flyers provided to existing members.

New flyers included:

Who We Serve (Span)

Grandparents Raising Grandchildren (Eng/Span)

Become A Member (Span)

TRIP flyers and TRIP postcard (Eng/Span)

CalFresh pamphlets and flyers (Eng/Span)

Care Pathways Program (Eng) need Spanish

Behavioral Health flyer not available in Spanish

Barbara Mitchell will reach out to her contact at BH to find out status of flyers.

Members should contact Libby when they need more packets.

Business cards discussed; members use generic cards provided.

Name badges distributed to existing members. Libby will place order for new member badges.

### **5.1.2. Member Orientation - September 28, 2023**

**Required for new members; highly encouraged for existing members.**

**Orientation will explain the AC role, paperwork, ethics training, background on the OoA and services, roles and differences between ambassadors, liaisons and subcommittees. Subcommittees will be resurrected now that the council has more members.**

**Ambassadors and Senior Centers – List will be provided at orientation to review.**

**Ethics Training – The link to the training will be provided in Orientation packet. Note: Members must be sure to spend a full 2 hours in ethics training, one minute less than that and the Board of Supervisors will reject the training and it will have to be repeated.**

## 5. Discussion Items

### 5.1.3. Mileage Discussion – Renne Sanchez

Mileage form process began in June, member recommendations were taken into consideration. Demonstration of revised form given.

After members submit their mileage document, the OoA will verify it is completed properly and extract the data needed for their mileage sheets. Mileage sheets will be presented to members for signature at regular meetings.

Members agreed to move forward with form. A link will be sent to members following this meeting.

### 5.1.4. Bylaws

Three documents were distributed:

- 1) 2019 BOS approved bylaws (gray font)
- 2) 2020/2021 AC recommended revisions (blue font) never presented to BOS.
- 3) “Draft bylaws” document is additional work that was started by AC but not completed.

Document 3 is the result of the AC attempting to revise the bylaws.

*- continued*

## 5. Discussion Items

**As work was being done, it became clear that there are conflicts between the current bylaws and BOS policy.**

**Therefore, it is critical each of the bylaws are reviewed and language is clarified. Bylaws must align with BOS policy.**

**Member homework: Review all three documents and come to the October 4, 2023, meeting prepared to discuss any recommendations.**

**Next steps:**

- **Discussion of recommended revisions on October 4, 2023**
- **General AC agrees on the revisions**
- **Parliamentarian will compile information into a bylaws draft**
- **General AC approval of bylaws**
- **County counsel approval of bylaws**
- **BOS approval of bylaws**

## 6. Committee Reports - *None*

### 6.1. Committee Reports

**AC needs to identify and focus on three (3) priority committees rather than having multiple committees operating concurrently.**

**A list of priority committees will be distributed during orientation and members will be assigned.**



## 7. Liaison Reports - *None*

### **7.1. Liaison Reports**

## 8. Ambassador Reports -

### **8.1. Ambassador Reports**

**TACC Reports from PSA 20, 28, 30 and 32 were distributed.**

## 9. Closing Comments

Mark Cox, Chair



# 10. Adjourn

Mark Cox, Chair

## 10.1. APPROVE MOTION TO AJOURN MEETING.

**Motion:** Don Brock

**Second:** Javier Lopez

**Discussion:** None

**Notes:** Unanimous approval to adjourn at 11:55 a.m.

### Member Vote

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

*\*A checked box is recorded as an 'Aye' vote*

Minutes Recorded By: Libby Garcia  
Position: Executive Assistant II, Office on Aging  
Signature: Libby Garcia  
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
Renne Sanchez	Supervising Program Specialist
Libby Garcia	Executive Assistant II
Alyssa Peeters	Services Assistant

## Advisory Council on Aging Members

Mark Cox	Chair
Debbie Franklin	Vice Chair/Appointee, District V
Cynthia Lemus	Parliamentarian
Sterlon Sims	Appointee, District I
Vacant	Appointee, District II
Vacant	Appointee, District III
Milissa Meyer	Appointee, District IV
Don Brock	Member
Teresa Chappell	Member
Javier Lopez	Member
Steve Mehlman	Member
Barbara Mitchell	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>	Mark Cox	Debbie Franklin, Vice Chair Cynthia Lemus, Parliamentarian
<b>Advocacy</b>	Teresa Chappell	Mark Cox Steve Mehlman
<b>Annual Report</b>	Mark Cox	Vacant
<b>Bylaws</b>	Javier Lopez	Debbie Franklin
<b>Community Connections</b>	Mark Cox	Vacant
<b>Healthy Living</b>	Vacant	Barbara Mitchell Debbie Franklin
<b>Membership</b>	Cynthia Lemus	Don Brock Debbie Franklin
<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	Mark Cox
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)	Mark Cox Debbie Franklin
Veterans Services	Mark Cox 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 the Office on Aging by phone: (877) 932-4100.

**ADA:** In compliance with the Americans with Disabilities Act (ADA) and Government Code Section 54954.2, if special assistance is needed to attend an Advisory Council on Aging meeting, please contact the Office on Aging 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 is limited to speak three (3) minutes but may be less depending on the number of speakers. At the direction of the Chair or by majority vote of the Council, the three (3) 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.

## Advisory Council on Aging Meeting Schedule

### 2023 – 2024 Meeting Schedule

Date	Time	Location	Member Reports Due
September 6, 2023	10:00 a.m. – 12:00 p.m.	In-Person Meeting	August 28, 2023
October 4, 2023	10:00 a.m. – 12:00 p.m.	In-Person Meeting	September 25, 2023
November 8, 2023	10:00 a.m. – 12:00 p.m.	In-Person Meeting	October 30, 2023
December 13, 2023	10:00 a.m. – 12:00 p.m.	In-Person Meeting	December 4, 2023
January 10, 2024	10:00 a.m. – 12:00 p.m.	In-Person Meeting	January 2, 2024
February 14, 2024	10:00 a.m. – 12:00 p.m.	In-Person Meeting	February 5, 2024
March 13, 2024	10:00 a.m. – 12:00 p.m.	In-Person Meeting	March 4, 2024
April 10, 2024	10:00 a.m. – 12:00 p.m.	In-Person Meeting	April 1, 2024
May 8, 2024	10:00 a.m. – 12:00 p.m.	In-Person Meeting	April 29, 2024
June 12, 2024	10:00 a.m. – 12:00 p.m.	In-Person Meeting	June 3, 2024

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

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