



Riverside County Advisory Council on Aging

Membership Committee Meeting

August 16, 2023

9:00 a.m. – 5:00 p.m.

Meeting Location:

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

Minutes

Agenda Overview

1. First Order of Business
 - 1.4. Public Comment
2. Discussion
3. Adjourn for Lunch
4. Reestablish Quorum
5. Action
6. Adjourn

1. First Order of Business

Cynthia Lemus,
*Parliamentarian,
Committee 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 Attendance

Members	
<input checked="" type="checkbox"/>	Cynthia Lemus, Parliamentarian, Committee Chair
<input checked="" type="checkbox"/>	Don Brock, Member
<input checked="" type="checkbox"/>	Debbie Franklin, Vice Chair
Office on Aging Staff	
<input checked="" type="checkbox"/>	Gary Robbins, Deputy Director for Administration
<input checked="" type="checkbox"/>	Renne Sanchez, Supervising Program Specialist
<input checked="" type="checkbox"/>	Libby Garcia, Executive Assistant II

1. First Order of Business

**Cynthia Lemus,
Parliamentarian,
Committee Chair**

1.3. Chair Reports and Reminders

None

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. 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. Discussion Items

Cynthia Lemus,
*Parliamentarian,
Committee Chair*

2.1. Discussion Items

2.1.1. Member Applicant Interviews

Member interviews were conducted.

2.1.2. Discussion of Member Applications and Interviews

The committee discussed candidate applications and interviews.

Five candidates were selected for recommendation to the General Advisory Council during the September 6, 2023 meeting.

3. Adjourn for Break

Cynthia Lemus,
*Parliamentarian,
Committee Chair*

3.1. Approve Motion to Adjourn for Break

Quorum:

Must

abstain:

Motion:

Second:

Notes: The committee opted to not adjourn for a
break.

Vote:

4. Re-Establish Attendance
*Cynthia Lemus,
Parliamentarian,
Committee Chair*

4.1. Resume Meeting and Reestablish Attendance

Members	
<input type="checkbox"/>	Cynthia Lemus, Parliamentarian, Committee Chair
<input type="checkbox"/>	Don Brock, Member
<input type="checkbox"/>	Debbie Franklin, Vice Chair
Office on Aging Staff	
<input type="checkbox"/>	Gary Robbins, Deputy Director for Administration
<input type="checkbox"/>	Renne Sanchez, Supervising Program Specialist
<input type="checkbox"/>	Libby Garcia, Executive Assistant II

5. Action Items
Cynthia Lemus,
Parliamentarian,
Committee Chair

**5.1.1 Approve Minutes from July 12, 2023, Membership
Committee Meeting**

Quorum:

Must
abstain:

Motion: **Don Brock**

Second: **Debbie Franklin**

Notes:

Vote: **Unanimous**

5. Action Items
Cynthia Lemus,
Parliamentarian,
Committee Chair

**5.1.2. Approve Membership Committee Recommendation
of Candidates for General Advisory Council Consideration
on September 6, 2023**

Quorum:

Must
abstain:

Motion: Don Brock

Second: Debbie Franklin

Notes:

1. Leezett Cassal
2. Barbara Christian
3. Tyler Cobb
4. Barbara Adams
5. Donna Olson

Vote: Unanimous

6. Adjourn
Cynthia Lemus,
Parliamentarian,
Committee Chair

6.1. Approve Motion to Adjourn

Quorum:

Must
abstain:

Motion: **Don Brock**

Second: **Debbie Franklin**

Notes:

Vote: **Unanimous**

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

*Advisory Council on Aging
Membership*

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
Javier Lopez	Member
Donald Brock	Member
Steve Mehlman	Member
Teresa Chappell	Member
Barbara Mitchell	Member
Vacant	Member
Vacant	Member
Vacant	Member
Vacant	Member
Vacant	Member

Advisory Council on Aging Committees

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

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