



**Minutes**  
Riverside County  
Advisory Council on Aging

Executive Committee Meeting  
November 22, 2021  
1:00 p.m. – 2:00 p.m.

# Advisory Council on Aging Meeting

**November 22, 2021**  
**1:00 p.m. – 2:00 p.m.**

**Virtual Meeting Access:**  
Microsoft Teams

**To Join Meeting:**  
[Right Click Here and Select Open Link](#)

**Join by Phone:**  
(951) 465-8390 US Toll

**Conference ID:**  
372 775 745#

Meeting Details

# Brown Act

## Virtual Meeting Notification

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order N-15-21 released on September 16, 2021, this RIVERSIDE COUNTY ADVISORY COUNCIL ON AGING meeting includes teleconference participation by some or all of the Advisory Council members.

**PLEASE NOTE THAT NO IN-PERSON LOCATION  
IS AVAILABLE FOR THIS MEETING.**

Any member of the public requesting to call in to speak on an item or to speak during Public Comment must first register at the Riverside County Office on Aging 24 hours in advance of the meeting. Once registered, further information will be provided. Please contact Office on Aging staff to register: [AC@rivco.org](mailto:AC@rivco.org) or (951) 867-3895.



*Please mute your screen or \*6 by phone until called on by the meeting moderator*

Virtual Meeting  
Notification

# Agenda Overview

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

Agenda Overview



*Please mute your screen or \*6 by phone until called on by the meeting moderator*

# 1. First Order of Business: Steve Mehlman, Chair

1.1. Called meeting to order at 10:04 a.m.

1.2. Established a quorum – Barbara Mitchell, Parliamentarian

Steve Mehlman, Chair

Javier Lopez, Vice Chair

Barbara Mitchell, Parliamentarian

## **In attendance:**

Jamiko Bell, Administrative Services Manager

Stacie Catlin, Program Specialist II

Anita Johnson, Membership Committee Chair

1.3. Chair Reports and Reminders

1.3.1. Next Executive Committee Meeting

**Wednesday, January 26, 2022**

1:00 p.m. – 2:00 p.m.



# 1. First Order of Business: Continued

## 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: Steve Mehlman, Chair

## 2.1. Action Items



### 2.1.1. APPROVE THE MINUTES OF THE OCTOBER 29, 2021, MEETING.

- Quorum:** 2
- Must abstain:** B. Mitchell
- Motion:** J. Lopez
- Second:** S. Mehlman
- Notes:** B. Mitchell was momentarily unavailable when this motion was heard.
- Roll Call Vote:** Motion approved with two votes.



## **3. Discussion Items: Steve Mehlman, Chair**

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

#### **3.1.1. Membership Update**

- Announced Beverly Greer resigned from the Council on November 9, 2021.

#### **3.1.2. Committee Assignments**

- Noted Beverly Greer resigned prior to requesting committee assignments.
- Advised Ms. Black accepted the Public Health Liaison assignment.
- Ms. Mitchell confirmed acceptance of recommended assignments.
- Announced Ms. House accepted the role of Healthy Living Committee Chair.





## **3. Discussion Items: Steve Mehlman, Chair**

### 3.1. Discussion Items Within the Purview of the Executive Committee Continued

#### **3.1.3. Annual Report Draft Update.**

- Discussed the Annual Report draft.
- Decided Stacie Catlin would send a copy of last year's report draft to the Chair for review while preparing this year's draft.
- Determined Stacie Catlin would draft and send a survey to request members submit their individual accomplishments during 2021.

#### **3.1.4. Revised Bylaws Draft Update.**

- Barbra Mitchell, Parliamentarian, and Bylaws Committee Chair advised she would review the Bylaws draft and call a Bylaws Committee meeting to discuss any revisions.



## **3. Discussion Items: Steve Mehlman, Chair**

### 3.1. Discussion Items Within the Purview of the Executive Committee Continued

#### **3.1.5. Standing Rules Discussion** – Anita Johnson, Membership Committee Chair

- Ms. Johnson raised the issue of members' excessive absences and asked for clarification regarding the consequences of repeated absences.
- Determined Ms. Johnson will draft a set of membership Standing Rules, to include rules related to absences.
- Discussed the possibility of holding a joint Bylaws Committee and Membership Committee meeting.

#### **3.1.6. December 2021, General Meeting Planning.**

- Finalized the December 2021 general Advisory Council meeting agenda.

#### **3.1.6. January 2022, General Meeting Planning.**

- Finalized the December 2021 general Advisory Council meeting agenda.



## 4. Adjourn



### 4.1. APPROVE MOTION TO ADJOURN MEETING.

**Quorum:** 2

**Must abstain:** None

**Motion:** J. Lopez

**Second:** B. Mitchell

**Notes:** N/A

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



**Jewel Lee, Director**

Gary Robbins, Deputy Director for Administration

Jamiko Bell, Administrative Services Manager I

Stacie Catlin, Program Specialist II

## Board of Supervisors

Kevin Jeffries	Supervisor, District I
Karen Spiegel	Supervisor, District II
Chuck Washington	Supervisor, District III
V. Manuel Perez	Supervisor, District IV
Jeff Hewitt	Supervisor, District V

## Office on Aging

Jewel Lee	Director
Gary Robbins	Deputy Director for Administration
Jamiko Bell	Administrative Services Manager I
Stacie Catlin	Program Specialist II



## Advisory Council

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



## Committees

Committee	Chair	Members
<b>Executive</b>	Steve Mehlman	Javier Lopez, Vice Chair Barbara Mitchell, Parliamentarian
<b>Advocacy</b>	Teresa Chappell	Anita Johnson Mark Cox Steve Mehlman
<b>Annual Report</b>	Steve Mehlman	N/A
<b>Bylaws</b>	Barbara Mitchell	Anita Johnson Debbie Franklin
<b>Community Connections</b>	Cynthia Lemus	Javier Lopez Lynda House Marquita Black
<b>Healthy Living</b>	Lynda House	Barbara Mitchell Debbie Franklin
<b>Membership</b>	Anita Johnson	Donald Brock
<b>Planning</b>	Debbie Franklin	Lynda house



## Liaisons

California Senior Legislature	Donald Brock, Senior Senator
California Senior Legislature	Mark Cox, Senior Assembly Member
California Senior Legislature	Steve Mehlman, Senior Senator
California Senior Legislature	Vacant, Senior Assembly Member
California Senior Legislature	Vacant, Senior Assembly Member
California Senior Legislature	Vacant, Senior Assembly Member
Continuum of Care	Javier Lopez
Foundation on Aging	Steve Mehlman
Grandparents Raising Grandchildren (GRG)	Lynda House, Lead; Mark Cox, Support
HICAP	Anita Johnson, Lead; Debbie Franklin, Support
Housing	Javier Lopez
IHSS Advisory Council	Barbara Mitchell, Co-Lead; Donald Brock, Co-Lead
Long-Term Care Ombudsman Program (LTCOP)	Anita Johnson, Lead; Teresa Chappell, Support
Older Adults System of Care	Barbara Mitchell
Transportation Services	Steve Mehlman
Triple A Council of California (TACC)	Steve Mehlman
Veterans Services	Cynthia Lemus; Co-Lead; Donald Brock, Co-Lead



# Advisory Council 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.

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**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 - Continued  
2021/2022**

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>
January 12, 2022	Wednesday	10:00 a.m. – 12:00 p.m.	TBD
February 9, 2022	Wednesday	10:00 a.m. – 12:00 p.m.	TBD
March 9, 2022	Wednesday	10:00 a.m. – 12:00 p.m.	TBD
April 13, 2022	Wednesday	10:00 a.m. – 12:00 p.m.	TBD
May 11, 2022	Wednesday	10:00 a.m. – 12:00 p.m.	TBD
June 8, 2022	Wednesday	10:00 a.m. – 12:00 p.m.	TBD