

# RIVERSIDE COUNTY ADVISORY COUNCIL ON AGING EXECUTIVE MEETING

Location: 3610 Central Avenue, Suite 102  
Riverside, California

Date: February 14, 2024 Time: 12:00pm – 1:00pm

Facilitator: Renne Sanchez, Supervising Program Specialist

## Agenda Items

### 1. First Order of Business – Mark Cox, Chair

- 1.1 Call to Order
- 1.2 Establish Quorum

Roll Call:					
Mark Cox Chair		Debbie Franklin Vice Chair		Cynthia Lemus Parliamentarian, Membership Chair, Bylaws Chair	
Vacant Community Connections Chair		Vacant Healthy Living Committee Chair			

- 1.3 ADA Guideline Requests
- 1.4 Public Comments
- 1.5 Chair Reports and Reminders

### 2. Discussion and Action Items – Mark Cox, Chair

#### 2.1 Approval of **October 4, 2023**, Executive Committee Meeting Minutes

Discussion:  
Public Comments:  
Action Motion:  
Second:

Member Vote:					
Mark Cox Chair		Debbie Franklin Vice Chair		Cynthia Lemus Parliamentarian, Membership Chair, Bylaws Chair	<b>Abs.</b>
Vacant Community Connections Chair		Vacant Healthy Living Committee Chair			

2.2 Approval of **January 10, 2024**, Executive Committee Meeting Minutes

Discussion:

Public Comments:

Action Motion:

Second:

Member Vote:					
Mark Cox Chair		Debbie Franklin Vice Chair		Cynthia Lemus Parliamentarian, Membership Chair, Bylaws Chair	
Vacant Community Connections Chair		Vacant Healthy Living Committee Chair			

2.3 General Committee Meeting Agenda for **March 13, 2024**

Discussion:

Public Comments:

Action Motion:

Second:

Member Vote:					
Mark Cox Chair		Debbie Franklin Vice Chair		Cynthia Lemus Parliamentarian, Membership Chair, Bylaws Chair	
Vacant Community Connections Chair		Vacant Healthy Living Chair			

3. **Adjourn** – *Mark Cox, Chair*

Discussion:

Public Comments:

Motion to Adjourn:

Second:

Member Vote:					
Mark Cox Chair		Debbie Franklin Vice Chair		Cynthia Lemus Parliamentarian, Membership Chair, Bylaws Chair	
Vacant Community Connections Chair		Vacant Healthy Living Chair			

Adjourned at:

## 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 agenda and supporting documents, please contact the Office on Aging by email at [ac@rivco.org](mailto:ac@rivco.org) or 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  
Executive Committee Meeting  
October 4, 2023**

**MINUTES**

1. First Order of Business Mark Cox, Chair
  - 1.1 Call to Order
  - 1.2 Establish a Quorum and Self-Introductions Mark Cox, Chair

Present: Mark Cox, Debbie Franklin  
Absent: Cynthia Lemus
  - 1.3 Chair Reports and Reminders Mark Cox, Chair

Next Executive Committee meeting is November 8, 2023.
  - 1.4 Public Comments  
None.
2. Action Items Mark Cox, Chair
  - 2.1 Members discussed changing the meeting time of the Executive Committee Meetings.

A proposal to no longer adjourn for lunch between the General and Executive meetings was proposed. This would allow members to complete General Advisory Council business in a more efficient manner and use of their time. The General Advisory Council Committee would continue to meet at 10:00 a.m. and upon conclusion, members will have box lunches available to take with them.

The Executive Advisory Council Committee would meet immediately after the General Advisory Council adjourns. The proposal was put to a vote.

Motion: Mark Cox  
Second: Debbie Franklin  
Motion approved.

*The mission of the Riverside County Advisory Council is to advocate for all older persons and adults with disabilities to improve their lives.*

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

**(877) 932 – 4100**

● FAX (951) 867-3830 ● TRS/TTY: 711 ●

The General Committee members will be advised of the change at the next meeting on November 8, 2023.

3. Discussion Items

3.1 Discussion Items Within the Purview of the Executive Committee Mark Cox, Chair  
The agenda for the November 8, 2023, General Advisory Meeting was discussed.

4. Approve Motion to Adjourn

Mark Cox, Chair

Motion: Debbie Franklin

Second: Mark Cox

Motion approved.

Meeting adjourned.

Minutes Recorded By: Libby Garcia

Signature: \_\_\_\_\_

Position: Executive Assistant II, Office on Aging

Signature Date: \_\_\_\_\_

Minutes Approved by Advisory Council on: \_\_\_\_\_

# RIVERSIDE COUNTY ADVISORY COUNCIL ON AGING EXECUTIVE MEETING

Location: 3610 Central Avenue, Suite 102  
Riverside, California

Date: January 10, 2024 Time: 12:00pm – 1:00pm

Facilitator: Renne Sanchez, Supervising Program Specialist

## Agenda Items

### 1. First Order of Business – Mark Cox, Chair

1.1 Call to Order at: **12:00pm**

1.2 Establish Quorum

Roll Call: Quorum reached at 2/3 members					
Mark Cox Chair	✓	Debbie Franklin Vice Chair	✓	Cynthia Lemus Parliamentarian, Membership Chair, Bylaws Chair	
Vacant Community Connections Chair		Vacant Healthy Living Committee Chair			

1.3 ADA Guideline Requests

1.4 Public Comments – **None.**

1.5 Chair Reports and Reminders - **None.**

### 2. Discussion and Action Items – Mark Cox, Chair

2.1 Approval of **December 13, 2023**, Executive Committee Meeting Minutes

Discussion: **None.**

Public Comments: **None.**

Action Motion: **Debbie Franklin**

Second: **Mark Cox**

Member Vote: 2/2 vote yes – Vote Passes					
Mark Cox Chair	✓	Debbie Franklin Vice Chair	✓	Cynthia Lemus Parliamentarian, Membership Chair, Bylaws Chair	
Vacant Community Connections Chair		Vacant Healthy Living Committee Chair			

2.2 General Committee Meeting Agenda for February 14, 2024

Discussion: **Members discussed and proposed agenda items for February 14, 2024 meeting. Two presentations are scheduled for February meeting: California Senior Legislature (CSL) and Office on Aging (OoA). Members decided to add an agenda item to seek input from the general council on the types of presentations they would like from outside organizations.**

Public Comments: **None.**

Action Motion:

Second:

Member Vote:					
Mark Cox Chair	✓	Debbie Franklin Vice Chair	✓	Cynthia Lemus Parliamentarian, Membership Chair, Bylaws Chair	
Vacant Community Connections Chair		Vacant Healthy Living Chair			

3. **Adjourn – Mark Cox, Chair**

Discussion

Public Comments

Motion to Adjourn: **Debbie Franklin**

Second: **Mark Cox**

Member Vote:					
Mark Cox Chair	✓	Debbie Franklin Vice Chair	✓	Cynthia Lemus Parliamentarian, Membership Chair, Bylaws Chair	
Vacant Community Connections Chair		Vacant Healthy Living Chair			

Adjourned at: **12:20pm**

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