

# RIVERSIDE COUNTY ADVISORY COUNCIL ON AGING GENERAL MEETING

Location: 3610 Central Avenue, Suite 102  
Riverside, California

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

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:					
Barbara Adams		Tyler Cobb		Steve Mehlman	
Don Brock		Mark Cox		Milissa Meyer	
Leezett Casal		Debbie Franklin		Barbara Mitchell	
Teresa Chappell		Cynthia Lemus		Sterlon Sims	
Barbara Christian		Javier Lopez			

1.3 Self-Introductions

1.4 ADA Guideline Requests

1.5 Invocation

1.6 Pledge of Allegiance

1.7 Public Comments

1.8 Chair Reports and Reminders

a. Update on Member Attendance

### 2. Department Updates/ADRC Reports – *Renne Sanchez, Supervising Program Specialist*

2.1 Brown Act Training Dates Reminder

2.2 Bylaws Submission Update

2.3 Ethics Training

2.4 General Department Updates

**3. Presentations**

3.1 Bylaws Updates – *Cynthia Lemus and Barbara Mitchell*

**4. Discussion and Action Items – Mark Cox, Chair**

4.1 Approval of December 13, 2023 General Council Meeting Minutes

Discussion:

Public Comments:

Motion:

Second:

Member Vote:					
Barbara Adams	abstain	Tyler Cobb	abstain	Steve Mehlman	abstain
Don Brock		Mark Cox		Milissa Meyer	abstain
Leezett Casal		Debbie Franklin		Barbara Mitchell	
Teresa Chappell		Cynthia Lemus		Sterlon Sims	
Barbara Christian		Javier Lopez	abstain		

4.2 Member vote on satellite location for Advisory Council meetings

Discussion:

Public Comments:

Motion:

Second:

Member Vote:					
Barbara Adams		Tyler Cobb		Steve Mehlman	
Don Brock		Mark Cox		Milissa Meyer	
Leezett Casal		Debbie Franklin		Barbara Mitchell	
Teresa Chappell		Cynthia Lemus		Sterlon Sims	
Barbara Christian		Javier Lopez			

4.3 Proposed Dates for Bi-Annual Indio Council Meeting

Discussion:

Public Comments:

Motion:

Second:

Member Vote:					
Barbara Adams		Tyler Cobb		Steve Mehlman	
Don Brock		Mark Cox		Milissa Meyer	
Leezett Casal		Debbie Franklin		Barbara Mitchell	
Teresa Chappell		Cynthia Lemus		Sterlon Sims	
Barbara Christian		Javier Lopez			

4.4 Membership Committee Meetings

Discussion:

Public Comments:

Motion:

Second:

Member Vote:					
Barbara Adams		Tyler Cobb		Steve Mehlman	
Don Brock		Mark Cox		Milissa Meyer	
Leezett Casal		Debbie Franklin		Barbara Mitchell	
Teresa Chappell		Cynthia Lemus		Sterlon Sims	
Barbara Christian		Javier Lopez			

5. Committee Reports from Chairs

5.1 Bylaws Committee - None

5.2 Membership Committee – None

5.3 Healthy Living – None

5.4 Community Connections – None

6. Liaison Reports

6.1 Inland Empire Master Plan on Aging – *Steve Mehlman*

7. Ambassador Reports - None

8. Member Reports - None

9. Closing Comments & Special Announcements

10. Adjourn – *Mark Cox, Chair*

Discussion:

Public Comments:

Motion to Adjourn:

Second:

Member Vote:					
Barbara Adams		Tyler Cobb		Steve Mehlman	
Don Brock		Mark Cox		Milissa Meyer	
Leezett Casal		Debbie Franklin		Barbara Mitchell	
Teresa Chappell		Cynthia Lemus		Sterlon Sims	
Barbara Christian		Javier Lopez			

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**.

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# RIVERSIDE COUNTY ADVISORY COUNCIL ON AGING GENERAL MEETING

Location: 3610 Central Avenue, Suite 102  
Riverside, California

Date: December 13, 2023 Time: 10:00am – 11:30am

Facilitator: Renne Sanchez, Supervising Program Specialist

## Agenda Items

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

- 1.1 Call to Order at: **10:04 am**
- 1.2 Establish Quorum

Roll Call: Quorum reached at 8/14 members					
Barbara Adams	<b>absent excused</b>	Tyler Cobb	<b>absent excused</b>	Steve Mehlman	<b>absent excused</b>
Don Brock	✓	Mark Cox	✓	Milissa Meyer	<b>absent excused</b>
Leezett Casal	✓	Debbie Franklin	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Cynthia Lemus	<b>late</b>	Sterlon Sims	✓
Barbara Christian	✓	Javier Lopez	<b>absent</b>		

- 1.3 Self-Introductions
- 1.4 ADA Guideline Requests
- 1.5 Invocation
- 1.6 Pledge of Allegiance
- 1.7 Public Comments
  - **One member of the public asked to receive copies of the Council’s agendas and meetings via email.**
- 1.8 Chair Reports and Reminders
  - Ambassador Focal Point Assignments – Outlying Cities and Holiday Visits
  - Clarification on Member Reports
  - Ethics Training

2. Department Updates/ADRC Reports - *Renne Sanchez, Supervising Program Specialist*

- 2.1 Brown Act Training
- 2.2 Ethics Training
- 2.3 Virtual Meetings Update
- 2.4 Advisory Council Vacancy

- **The Council recognized the resignation of Donna Olsson and discussed the process for filling remaining vacancies.**

3. Presentations- None

4. Discussion and Action Items

Mark Cox, Chair

4.1 Approval of [November 8, 2023 General Council Meeting Minutes](#)

Discussion: **None.**

Public Comments: **None.**

Motion: **Don Brock – motion to approve 11/8 meeting minutes.**

Second: **Barbara Christian.**

Member Vote: 7/7 vote yes – vote passes					
Barbara Adams	absent	Tyler Cobb	absent	Steve Mehlman	absent
Don Brock	✓	Mark Cox	✓	Milissa Meyer	absent
Leezett Casal	✓	Debbie Franklin	Abstain	Barbara Mitchell	✓
Teresa Chappell	✓	Cynthia Lemus	absent	Sterlon Sims	✓
Barbara Christian	✓	Javier Lopez	absent		

4.2 Recognition – Gary Robbins

Discussion: **Members wish to present Gary Robbins with a gift for his time with the office.**

Public Comments: **None.**

Motion: **Don Brock – motion to get a plaque for Gary Robbins.**

Second: **Barbara Christian.**

Member Vote: 8/8 vote yes – vote passes					
Barbara Adams	absent	Tyler Cobb	absent	Steve Mehlman	absent
Don Brock	✓	Mark Cox	✓	Milissa Meyer	absent
Leezett Casal	✓	Debbie Franklin	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Cynthia Lemus	absent	Sterlon Sims	✓
Barbara Christian	✓	Javier Lopez	absent		

4.3 Committees – Membership Requests

Discussion: **Member Teresa Chappell requested to join the Planning Committee.**

Public Comments: **None.**

Motion: **Don Brock – motion for Teresa Chappell to join the Planning Committee.**

Second: **Barbara Christian.**

Member Vote: 8/8 vote yes – vote passes					
Barbara Adams	absent	Tyler Cobb	absent	Steve Mehlman	absent
Don Brock	✓	Mark Cox	✓	Milissa Meyer	absent
Leezett Casal	✓	Debbie Franklin	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Cynthia Lemus	absent	Sterlon Sims	✓
Barbara Christian	✓	Javier Lopez	absent		

4.4 Hosting Advisory Council Meetings in Indio

Discussion: **Members discussed attending meetings in Indio throughout the year.**

Public Comments: **None.**

Motion: **Don Brock – motion for the Council to attend two (2) meetings per year in Indio, in person.**

Second: **Debbie Franklin.**

Member Vote: 8/8 vote yes – vote passes					
Barbara Adams	absent	Tyler Cobb	absent	Steve Mehlman	absent
Don Brock	✓	Mark Cox	✓	Milissa Meyer	absent
Leezett Casal	✓	Debbie Franklin	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Cynthia Lemus	absent	Sterlon Sims	✓
Barbara Christian	✓	Javier Lopez	absent		

Hosting Advisory Council Meetings in Indio

Discussion: **Members discussed making video conferencing available in Indio for the use of Eastern members and the public to attend Council meetings.**

Public Comments: **None.**

Motion: **Debbie Franklin – motion to set up a second, virtual location for meeting attendance in Indio.**

Second: **Sterlon Sims.**

Member Vote: 4/7 vote yes – vote passes					
Barbara Adams	absent	Tyler Cobb	absent	Steve Mehlman	absent
Don Brock	✗	Mark Cox	✓	Milissa Meyer	absent
Leezett Casal	✓	Debbie Franklin	✓	Barbara Mitchell	abstain
Teresa Chappell	✗	Cynthia Lemus	absent	Sterlon Sims	✓
Barbara Christian	✗	Javier Lopez	absent		

**Secretary’s Note:** During the meeting, this vote was recorded as a failure with 4/8 yes votes. As I composed the meeting minutes, I reviewed Robert’s Rules of Order to accurately record an abstention. Our staff learned an abstention does not count towards the vote total, and instead this vote passed at 4/7. This item has been added to January’s agenda for discussion as members ended the meeting under the impression that the motion failed.

4.5 Bylaws Discussion and Recommendations

Discussion: **Members discussed verbiage in Bylaws surrounding when members may join ad hoc and standing committees. The Council’s goal is to allow new any member to join ad hoc committees, but only established members (>1 year) to join standing committees.**

Public Comments: **None.**

Motion: **Barbara Mitchell – motion to revise statement in revised Bylaws draft regarding membership requirement to join a committee to state that a one-year requirement is for standing committees.**

Second: **Debbie Franklin.**

Member Vote: 9/9 vote yes – vote passes					
Barbara Adams	absent	Tyler Cobb	absent	Steve Mehlman	absent
Don Brock	✓	Mark Cox	✓	Milissa Meyer	absent
Leezett Casal	✓	Debbie Franklin	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Cynthia Lemus	✓	Sterlon Sims	✓
Barbara Christian	✓	Javier Lopez	absent		

Bylaws Discussion and Recommendations

Discussion: **Members discussed whether the revised Bylaws are ready to submit to County Counsel and the Board of Supervisors for review and approval.**

Public Comments: **None.**

Motion: **Teresa Chappell – motion to submit the revised Bylaws for approval to Board of Supervisors.**

Second: **Debbie Franklin.**

Member Vote: 9/9 vote yes – vote passes					
Barbara Adams	absent	Tyler Cobb	absent	Steve Mehlman	absent
Don Brock	✓	Mark Cox	✓	Milissa Meyer	absent
Leezett Casal	✓	Debbie Franklin	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Cynthia Lemus	✓	Sterlon Sims	✓
Barbara Christian	✓	Javier Lopez	absent		

- 5. Committee Reports from Chairs
  - Advocacy Committee - None
  - Bylaws Committee - None
  - Membership Committee - None

- 6. Liaison Reports
  - CSL Report – Mark Cox
  - Inland Empire Master Plan on Aging - Steve Mehlman – **rescheduled.**

- 7. Ambassador Reports - None

- 8. Member Reports - None

- 9. Closing Comments & Special Announcements



10. Adjourn *Mark Cox, Chair*

Motion to Adjourn: **Debbie Franklin.**

Second: **Don Brock.**

Member Vote: 9/9 vote yes – vote passes					
Barbara Adams	absent	Tyler Cobb	absent	Steve Mehlman	absent
Don Brock	✓	Mark Cox	✓	Milissa Meyer	absent
Leezett Casal	✓	Debbie Franklin	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Cynthia Lemus	✓	Sterlon Sims	✓
Barbara Christian	✓	Javier Lopez	absent		

Adjourned at: **11:42 am**

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