

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
- 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
 - 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

3. Presentations- None

4. Discussion and Action Items

Mark Cox, Chair

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

Discussion:

Public Comments:

Motion:

Second:

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

4.2 Recognition – Gary Robbins

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 Committees – Membership Requests

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 Hosting Advisory Council Meetings in Indio

Discussion:

Public Comments:

Motion:

Second:

- Item 4.4 continued next page

| 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 | | | |

4.5 Bylaws Discussion and Recommendations

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

Advocacy Committee - None

Bylaws Committee - None

Membership Committee - None

6. Liaison Reports

CSL Report - Mark Cox

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

Motion to Adjourn:

Second:

- Item 10 continued next page

| 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. To view a hard copy of the agenda and supporting documents, please contact the Office on Aging by email at 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.

RIVERSIDE COUNTY ADVISORY COUNCIL ON AGING GENERAL MEETING

Location: 3610 Central Avenue, Suite 102
Riverside, California

Date: November 8, 2023 Time: 10:00am – 12:00 pm

Facilitator: Renne Sanchez, Supervising Program Specialist

Minutes

1. First Order of Business

Mark Cox, Chair

1.1 Call to Order

Called to order at 10:03 a.m.

1.2 Establish Quorum and Self-Introductions

| | | | | | |
|-------------------|---|-----------------|---------------|------------------|---------------|
| Barbara Adams | ✓ | Tyler Cobb | ✓ | Steve Mehlman | ✓ |
| Don Brock | ✓ | Mark Cox | ✓ | Milissa Meyer | ✓ |
| Leezett Casal | ✓ | Debbie Franklin | Absent | Barbara Mitchell | ✓ |
| Teresa Chappell | ✓ | Cynthia Lemus | ✓ | Donna Olson | Absent |
| Barbara Christian | ✓ | Javier Lopez | Absent | Sterlon Sims | ✓ |

A quorum was established.

1.3 Review ADA Guidelines

No accommodation requests were received.

1.4 Invocation

1.5 Pledge of Allegiance

1.6 Self-Introductions

Each Council member introduced themselves. In attendance from the Office on Aging were Dennis Kabuye, Renne Sanchez, Libby Garcia, Alyssa Peeters and Aide Valentin.

1.7 Chair Reports and Reminders

Committee Chairs for Advocacy, Bylaws and Membership committees should be prepared to present their plans at the December 13, 2023 General Council meeting.

Ambassador Focal Point Assignments will be discussed later in the agenda.

John Pointer with the CA Senior Legislature will be rescheduled for the December or January meeting.

Brown Act Training dates will be discussed later in the agenda.

Virtual meetings will be discussed later in the agenda.

Report due dates will be discussed later in the agenda.

The Care Pathways pamphlet in Spanish was distributed.

1.8 Public Comments

The Council received one public comment request from Mr. Ken Mayes of Wildomar. Comments pertained to the accessibility of the Office on Aging's publicly posted Area Plan on Aging, the availability of senior centers in Wildomar, and the Office on Aging's presence in the community. Mr. Mayes was thanked for his comments.

2. Department Updates/ADRC Reports

Renne Sanchez,
Supervising Program Specialist

2.1 Meeting Format Change

The General Advisory Council Meeting will continue to be held from 10:00am – 12:00pm. The General Council will no longer take a one-hour break for lunch. Instead, the General members will be excused, and the Executive Committee Council Meeting will commence at noon.

2.2 Mileage Submission Due Date

Members mileage is due via Survey Monkey by the 15th of each month. Issues were reported with the current survey. Renne will resolve any issues and email members when Survey Monkey is available to use.

2.3 Revised Advisory Council Meeting Schedule and Reports

Report due dates have been revised and are now due earlier. The revised schedule was distributed.

2.4 Onboarding Documents

All onboarding documents were due today from new members. Ethics training is required for all new members. Current members must complete ethics training every two years. Anyone who is experiencing challenges with the training link or completion, should speak to Alyssa or Renne after today's meeting. Arrangements can be made to meet at the Office on Aging for one-on-one assistance.

2.5 Brown Act Training

Date options for Brown Act Training are:

- November 14, 2pm – 4pm
- November 15, 9am - 11am or 2pm – 4pm
- November 16, 9am – 11am or 2pm – 4pm

A maximum of five people per meeting is permitted. Members should see Alyssa after today's meeting to reserve a date and time.

2.6 Virtual Meetings

Questions regarding SB 544 are pending a response from County Counsel.

2.7 Ambassador Focal Point Assignments

Focal points were briefly discussed. The list of assignments will be updated.

2.8 Sustainable Ambassador Packets

A suggestion to move to some type of a sustainable, laminated, multi-fold "packet" with QR codes in place of the hardcopy documents was presented. More to come on this at a future meeting.

3. Presentations – None

4. Action Items

Mark Cox, Chair

4.1 Approval of June 14, 2023 General Council Meeting Minutes

Motion: Don Brock

Second: Cynthia Lemus

Member Vote:

| | | | | | |
|-------------------|------------|-----------------|------------|------------------|------------|
| Barbara Adams | Abstain | Tyler Cobb | Abstain | Steve Mehlman | Yes |
| Don Brock | Yes | Mark Cox | Abstain | Milissa Meyer | Abstain |
| Leezett Casal | Abstain | Debbie Franklin | Absent | Barbara Mitchell | Yes |
| Teresa Chappell | Yes | Cynthia Lemus | Yes | Donna Olson | Absent |
| Barbara Christian | Abstain | Javier Lopez | Absent | Sterlon Sims | Abstain |

Minutes approved.

4.2 Approval of August 16, 2023 Membership Committee Meeting Minutes

Motion: Cynthia Lemus

Second: Don Brock

Member Vote: (Only Membership Committee may vote.)

| | | | | | |
|-----------|------------|---------------|------------|-----------------|--------|
| Don Brock | Yes | Cynthia Lemus | Yes | Debbie Franklin | Absent |
|-----------|------------|---------------|------------|-----------------|--------|

Minutes approved.

4.3 Approval of September 6, 2023 General Council Meeting Minutes

Motion: Don Brock

Second: Barbara Mitchell

Member Vote:

| | | | | | |
|-------------------|------------|-----------------|------------|------------------|------------|
| Barbara Adams | Abstain | Tyler Cobb | Abstain | Steve Mehlman | Yes |
| Don Brock | Yes | Mark Cox | Yes | Milissa Meyer | Yes |
| Leezett Casal | Abstain | Debbie Franklin | Absent | Barbara Mitchell | Yes |
| Teresa Chappell | Abstain | Cynthia Lemus | Abstain | Donna Olson | Absent |
| Barbara Christian | Abstain | Javier Lopez | Absent | Sterlon Sims | Yes |

Minutes approved.

4.4 Approval of September 28, 2023 Orientation Meeting Minutes

Motion: Milissa Meyer

Second: Steve Mehlman

Member Vote:

| | | | | | |
|-------------------|------------|-----------------|------------|------------------|------------|
| Barbara Adams | Yes | Tyler Cobb | Yes | Steve Mehlman | Yes |
| Don Brock | Yes | Mark Cox | Yes | Milissa Meyer | Yes |
| Leezett Casal | Yes | Debbie Franklin | Absent | Barbara Mitchell | Abstain |
| Teresa Chappell | Abstain | Cynthia Lemus | Abstain | Donna Olson | Absent |
| Barbara Christian | Yes | Javier Lopez | Absent | Sterlon Sims | Yes |

Minutes approved.

5. Discussion Items

Mark Cox, Chair

5.1 Recognition Ideas

Ideas to honor Gary Robbins were discussed. Plaque options will be shared at the December 13, 2023 meeting for consideration.

5.2 Advisory Council Meeting in Indio

Discussion was held on the possibility of holding an Advisory Council meeting in Indio before June 2024. The presence of Advisory Council in the East County would be positive for residents as well as for Council members. County Counsel will be consulted about this idea. The availability of the Indio Office on Aging location in March or May will be researched. This item will be placed on the December 13, 2023 agenda for further discussion.

5.3 Bylaws Discussion and Recommendations

Revision of the bylaws was discussed. At the December 13, 2023 meeting, the focus areas of revision will include:

- Alignment of bylaws with OOA 4-Year Plan
- Attendance language too general; add detail, add specifics
- Chair, Vice Chair and Parliamentarian service terms, roles, and responsibilities

Member Lemus will take notes and prepare a proposal document for presentation at the December 13, 2023 meeting.

Next steps include Advisory Council member review of the proposal document during the January 2024 meeting. If approved; submission of the current bylaws, proposed changes to bylaws and a final draft of these changes will be presented to County Counsel for review.

- 6. Committee Reports - None
- 7. Liaison Reports - None
- 8. Ambassador Reports - None
- 9. Member Reports - Member Franklin, Member Adams, Member Casal
Informational member reports were included in the agenda.

10. Closing Comments

Requests were made to add the following items to the December 13, 2023 agenda:

- The Annual Report Committee and its members
- Liaison Report will be presented by Mark Cox
- CSL “Top 10 Legislative Proposals” will be presented by Steve Mehlman, Milissa Meyer and/or Mark Cox

11. Adjourn

Mark Cox, Chair

Motion to Adjourn: Don Brock

Second: Sterlon Sims

Motion Approved: Unanimously approved by all members present.

Adjourned at: 11:32 a.m.

DRAFT

| | |
|--|---|
| Minutes Recorded By: | Libby Garcia |
| Signature: | _____ |
| Position: | Executive Assistant II, Office on Aging |
| Signature Date: | _____ |
| Minutes Approved by Advisory Council on: | _____ |