

RIVERSIDE COUNTY ADVISORY COUNCIL ON AGING EXECUTIVE MEETING

Location: 3610 Central Avenue, Suite 102
Riverside, California

Date: December 13, 2023 Time: 1:00pm – 2:00pm

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:

| | | | | | |
|---|--|---|--|---|--|
| <u>Mark Cox</u> Chair | | <u>Debbie Franklin</u> Vice Chair | | <u>Cynthia Lemus</u> Parliamentarian, Membership Committee Chair and Bylaws Committee Chair | |
| <u>Vacant</u> Community Connections Committee Chair | | <u>Vacant</u> 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: *- Item 2.1 continued next page*

Member Vote:

| | | | | | |
|---|--|---|--|---|---------|
| <u>Mark Cox</u> Chair | | <u>Debbie Franklin</u> Vice Chair | | <u>Cynthia Lemus</u> Parliamentarian, Membership Committee Chair and Bylaws Committee Chair | Abstain |
| <u>Vacant</u> Community Connections Committee Chair | | <u>Vacant</u> Healthy Living Committee Chair | | | |

2.2 Approval of [November 8, 2023 Executive Committee Meeting Minutes](#)

Discussion:

Public Comments:

Action Motion:

Second:

Member Vote:

| | | | | | |
|---|--|---|---------|---|--|
| <u>Mark Cox</u> Chair | | <u>Debbie Franklin</u> Vice Chair | Abstain | <u>Cynthia Lemus</u> Parliamentarian, Membership Committee Chair and Bylaws Committee Chair | |
| <u>Vacant</u> Community Connections Committee Chair | | <u>Vacant</u> Healthy Living Committee Chair | | | |

2.3 General Committee Meeting Agenda for January 10, 2024

Discussion:

Public Comments:

Action Motion:

Second:

Member Vote:

| | | | | | |
|---|--|---|--|---|--|
| <u>Mark Cox</u> Chair | | <u>Debbie Franklin</u> Vice Chair | | <u>Cynthia Lemus</u> Parliamentarian, Membership Committee Chair and Bylaws Committee Chair | |
| <u>Vacant</u> Community Connections Committee Chair | | <u>Vacant</u> Healthy Living Committee Chair | | | |

3. Closing Comments/Special Announcements

4. Adjourn

Mark Cox, Chair

Public Comments
Motion to Adjourn:
Second:

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



**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.

DRAFT

Minutes Recorded By: Libby Garcia
Position: Executive Assistant II, Office on Aging
Signature: _____
Date: _____

RIVERSIDE COUNTY ADVISORY COUNCIL ON AGING EXECUTIVE MEETING

Location: 3610 Central Avenue, Suite 102
Riverside, California

Date: November 8, 2023 Time: 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 12:12 p.m.

1.2 Establish Quorum

| | | | | | |
|--|---|---|---------------|---|---|
| <u>Mark Cox</u> Chair | ✓ | <u>Debbie Franklin</u> Vice Chair | Absent | <u>Cynthia Lemus</u> Parliamentarian, Membership Committee Chair and Bylaws Committee Chair | ✓ |
| <u>Vacant</u> Community Connections Committee Chair | | <u>Vacant</u> Health Living Committee Chair | | | |

A quorum was established.

1.3 Public Comments – None.

1.4 Chair Reports and Reminders – None.

2. Action Items

Mark Cox, Chair

2.1 Approval of October 4, 2023 Executive Committee Meeting Minutes
A quorum of those in attendance on October 4, 2023 is not present. Item will be placed on the December 13, 2023 agenda.

3. Discussion of Items Within the Purview of the Executive Committee

Mark Cox, Chair

3.1 Roles and Responsibilities of Executive Committee Members

Bylaws containing the roles and responsibilities of Executive Committee members were discussed. County Counsel will also be consulted for direction. Member Lemus will be responsible for noting outcome of discussions and any revision suggestions. This item will be placed on the December 13, 2023 agenda for further discussion.

3.2 General Committee Meeting Agenda for December 13, 2023

The agenda was discussed and finalized.

4. Adjourn

Mark Cox, Chair

Motion to Adjourn: Cynthia Lemus

Second: Mark Cox

Motion Approved: Unanimously approved.

Adjourned at: 1:22 p.m.

DRAFT

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