

RIVERSIDE COUNTY ADVISORY COUNCIL ON AGING BYLAWS COMMITTEE MEETING

Location: 3610 Central Avenue, Suite 102
Riverside, California

Date: December 10, 2025 Time: 9:00 am – 10:00 am

Facilitator: Renne Sanchez, Supervising Program Specialist

Agenda Items

1. First Order of Business Debbie Franklin, Committee Chair

1.1 Call to Order: **Meeting was called to order at 9:07 AM**

1.2 Establish Quorum

Roll Call:

Debbie Franklin, Committee Chair	X	Javier Lopez, Member	LOA	Tyler Cobb, Member	X
Barbara Mitchell, Member	X	Linda Hicks, Member	X		

1.3 ADA Guideline Requests

1.4 Public Comments

1.5 Chair Reports and Reminders

2. Discussion and Action Items Debbie Franklin, Committee Chair

2.1 Approval of November 12, 2025, Bylaws Committee Meeting Minutes

Description: Members will review and vote to approve the November 12, 2025, Bylaws Committee meeting minutes.

Discussion:

Public Comments:

Motion: **Linda Hicks motioned to approve the meeting minutes as drafted.**

Second: **Tyler Cobb seconded the motion**

Roll Call: The motion passed with three votes

Debbie Franklin, Committee Chair	Y	Javier Lopez, Member	Abstain	Tyler Cobb, Member	Y
Barbara Mitchell, Member	Abstain	Linda Hicks, Member	Y		

2.2 Focus Areas for Bylaws Revisions

Description: Members to review areas of focus for bylaw revisions.

Discussion: **Members continued their review of bylaw sections in need of updates or revisions.**

Public Comments:

Motion:

Second:

Roll Call:

Debbie Franklin, Committee Chair		Javier Lopez, Member		Tyler Cobb, Member	
Barbara Mitchell, Member		Linda Hicks, Member			

2.3 Bylaws Committee Agenda for January 14, 2026

Description: Committee members will draft the January 14, 2026, Bylaws Committee Meeting Agenda.

Discussion: **Members agreed to make their review the focus of the January 14, 2026 meeting.**

Public Comments:

Motion:

Second:

Roll Call:

Debbie Franklin, Committee Chair		Javier Lopez, Member		Tyler Cobb, Member	
Barbara Mitchell, Member		Linda Hicks, Member			

3. Adjourn

Debbie Franklin,
Committee Chair

Motion to Adjourn: **Debbie Franklin made a motion to adjourn the meeting.**

Second: **Linda Hicks seconded the motion.**

Roll Call: The motion passed with four votes

Debbie Franklin, Committee Chair		Javier Lopez, Member	LOA	Tyler Cobb, Member	
Barbara Mitchell, Member		Linda Hicks, Member			

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.