

# RIVERSIDE COUNTY ADVISORY COUNCIL ON AGING GENERAL MEETING

Location: 3610 Central Avenue, Suite 102 Riverside, California  
44-199 Monroe Street, Suite B, Indio, California

Date: September 11, 2024 Time: 10:00am – 12:00pm

Facilitator: Renne Sanchez, Supervising Program Specialist

## Agenda Items

### 1. First Order of Business –

1.1 Call to Order: **10:04am**

1.2 Establish Quorum:

Roll Call: <b>Quorum reached at 11/13 members</b>					
Barbara Adams	✓	Tyler Cobb	✓	Candice Nichols	✓
Don Brock	✓	David “Jax” Kelly	✓	Milissa Meyer	✓
Leezett Casal	<b>Absent</b>	Sterlon Sims	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Linda Hicks	✓		
Barbara Christian	✓	Javier Lopez	<b>Absent</b>		

1.3 Selection of Chair Pro-Tempore

Discussion: **Due to unforeseen circumstances, the council began its year without a Chair or Vice-Chair. Members unanimously agreed to add this emergency action item to the agenda to select a Chair Pro-Tempore to lead the meeting.**

Discussion: **Teresa Chappell, Parliamentarian, explained the circumstances leading to both vacancies and reviewed the process, as outlined in the council’s bylaws, to select a Chair Pro-Tempore to lead meeting.**

Public Comments: **None.**

Motion: **Sterlon Sims - Motion to select Barbara Mitchell as the Chair Pro-Tempore until a permanent chair is selected.**

Second: **Don Brock**

Member Vote: <b>11/11 Vote Passes</b>					
Barbara Adams	✓	Tyler Cobb	✓	Candice Nichols	✓
Don Brock	✓	David “Jax” Kelly	✓	Milissa Meyer	✓
Leezett Casal	<b>Abs.</b>	Sterlon Sims	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Linda Hicks	✓		
Barbara Christian	✓	Javier Lopez	<b>Abs.</b>		

- 1.4 Self-Introductions
- 1.5 ADA Guideline Requests
- 1.6 Invocation
- 1.7 Pledge of Allegiance
- 1.8 Public Comments – **None.**
- 1.9 Chair Reports and Reminders

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

2.1 General Department Updates –  
**OOA staff provided updates on recent community events the department has participated in. OOA staff also shared details on the department’s collaborative efforts with the County’s Fire and Sheriff’s departments to assist seniors living alone. OOA Director Jewel Lee agreed to inquire with the Office of Service Integration about providing a presentation on the County’s integrated service delivery initiative at an upcoming Council meeting.**

**3. Discussion and Action Items –**

3.1 Approval of June 12, 2024, General Council Meeting Minutes  
 Description: Members will review and vote to approve the June 12, 2024, meeting minutes.  
 Discussion: **None.**  
 Public Comments: **None.**  
 Motion: **Sterlon Sims.**  
 Second: **Teresa Chappell**

Member Vote: <b>4/5 Vote Passes</b>					
Barbara Adams	<b>Abstain</b>	Tyler Cobb	✓	Candice Nichols	<b>Abstain</b>
Don Brock	<b>Abstain</b>	David “Jax” Kelly	<b>Abstain</b>	Milissa Meyer	<b>Abstain</b>
Leezett Casal	<b>Abstain</b>	Sterlon Sims	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Linda Hicks	<b>Abstain</b>		
Barbara Christian	<b>Abstain</b>	Javier Lopez	<b>Abs.</b>		

3.2 Advisory Council Seat Vacancies

Description: The Council will receive and vote on a recommendation provided by the Membership Committee to fill an at-large seat vacancy and discuss the remaining vacancies.

Discussion: **OOA staff and Chair Pro-Tempore Barbara Mitchell provided the Council with an update regarding Debbie Franklin’s membership status. The Membership Committee shared that they held a meeting prior to the first general meeting to review Debbie Franklin for reappointment as an at-large member. The Membership Committee recommended her reappointment on the strength of her experience and standing with the Council. OOA staff and the Council agreed to inform and coordinate with Supervisor Gutierrez’s office should they seek to appoint her as their District Office representative.**

Public Comments: **None.**

Motion: **Teresa Chappell – Motion to recommend Debbie Franklin be appointed as an at-large member.**

Second: **Don Brock**

Member Vote: 11/11 Vote Passes					
Barbara Adams	✓	Tyler Cobb	✓	Candice Nichols	✓
Don Brock	✓	David “Jax” Kelly	✓	Milissa Meyer	✓
Leezett Casal	Abs.	Sterlon Sims	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Linda Hicks	✓		
Barbara Christian	✓	Javier Lopez	Abs.		

3.3 Officer Selection

Description: Advisory council members will review the nomination and selection process.

Discussion: **OOA staff provided an overview of the officer eligibility criteria and selection process as outlined in the Council’s bylaws. Chair Pro-Tempore Barbara Mitchell appointed members Teresa Mitchell as committee chair and Barbara Christian, Jax Kelly, Milissa Meyer, Candice Nichols, and Sterlon Sims as members. Committee members agreed that a meeting would be needed ahead of the next general meeting to review nominations and the selection process.**

Public Comments: **None.**

Motion: **Barbara Mitchell - Motion to confirm committee appointments and have the Nomination Committee meet on October 2<sup>nd</sup> to review nominees and the selection process which will take place during the October 9<sup>th</sup> meeting.**

Second: **Teresa Chappell.**

Member Vote: 11/11 Vote Passes					
Barbara Adams	✓	Tyler Cobb	✓	Candice Nichols	✓
Don Brock	✓	David “Jax” Kelly	✓	Milissa Meyer	✓
Leezett Casal	Abs.	Sterlon Sims	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Linda Hicks	✓		
Barbara Christian	✓	Javier Lopez	Abs.		

3.4 Standing and Ad Hoc Committees

Description: The Council will discuss member composition for existing committees and ideas for new Ad Hoc committees.

Discussion: **As required by the bylaws for the first meeting of the year, Members reviewed all 3 Standing Committees and proposed Ad Hoc Committees for FY 25. The composition of all Ad Hoc Committees will be confirmed at the October meeting.**

Public Comments: **None.**

Motion: **Sterlon Sims - Motion to add members Barbara Adams, Tyler Cobb, Sterlon Sims, and Barbara Mitchell to the Bylaws Committee and to hold the committee’s first meeting on September 25<sup>th</sup> at 10 AM.**

Second: **Linda Hicks**

Member Vote: <b>11/11 Vote Passes</b>					
Barbara Adams	✓	Tyler Cobb	✓	Candice Nichols	✓
Don Brock	✓	David “Jax” Kelly	✓	Milissa Meyer	✓
Leezett Casal	<b>Abs.</b>	Sterlon Sims	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Linda Hicks	✓		
Barbara Christian	✓	Javier Lopez	<b>Abs.</b>		

3.6 Focal Point Assignments

Description: Members will discuss selection of focal point assignments.

Discussion: **A list of focal point assignments sorted by district was shared with members. Members suggested a Survey Monkey form be created where they could express their interest on serving as an ambassador to these focal points.**

Public Comments: **None**

Motion:

Second:

Member Vote:					
Barbara Adams		Tyler Cobb		Candice Nichols	
Don Brock		David “Jax” Kelly		Milissa Meyer	
Leezett Casal		Sterlon Sims		Barbara Mitchell	
Teresa Chappell		Linda Hicks			
Barbara Christian		Javier Lopez			

4. Committee Reports from Chairs

4.1 Bylaws Committee

4.2 Membership Committee

5. Liaison Reports – None.

**6. Ambassador Reports – None.**

**7. Member Reports – Members wanted clarification on how to submit member reports. OOA staff shared that paper and electronic copies were available and Survey Monkey would also be created.**

**8. Closing Comments & Special Announcements**

**9. Adjourn –**

Discussion: -**None.**

Public Comments: - **None.**

Motion to Adjourn: **Teresa Chappell**

Second: **Don Brock**

Member Vote: <b>11/11 Vote Passes</b>					
Barbara Adams	✓	Tyler Cobb	✓	Candice Nichols	✓
Don Brock	✓	David “Jax” Kelly	✓	Milissa Meyer	✓
Leezett Casal	<b>Abs.</b>	Sterlon Sims	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Linda Hicks	✓		
Barbara Christian	✓	Javier Lopez	<b>Abs.</b>		

Adjourned at: **11:52pm**

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