

# RIVERSIDE COUNTY & ADRC ADVISORY COUNCIL ON AGING EXECUTIVE MEETING

Location: 3610 Central Avenue, Suite 102  
Riverside, California

Date: January 08, 2025 Time: 12:00pm – 1:00pm

Facilitator: Renne Sanchez, Supervising Program Specialist

## Agenda Items

### 1. First Order of Business – *Debbie Franklin, Chair*

- 1.1 Call to Order
- 1.2 Establish Quorum

Roll Call:					
Debbie Franklin Chair		Teresa Chappell Vice Chair		Tyler Cobb Parliamentarian, Bylaws Committee Chair	

- 1.3 ADA Guideline Requests
- 1.4 Public Comments
- 1.5 Chair Reports and Reminders

### 2. Discussion and Action Items – *Debbie Franklin, Chair*

- 2.1 Approval of December 11, 2024, Executive Committee Meeting Minutes  
Description: Executive Committee members will review and vote to approve the December 11, 2024, committee meeting minutes.  
Discussion:  
Public Comments:  
Action Motion:  
Second:

Roll Call:					
Debbie Franklin Chair		Teresa Chappell Vice Chair		Tyler Cobb Parliamentarian, Bylaws Committee Chair	

2.2 General Committee Meeting Agenda for February 12, 2025

Description: Executive Committee members will draft the February 12, 2025, General Advisory Council Meeting Agenda.

Discussion:

Public Comments:

Action Motion:

Second:

Roll Call:					
Debbie Franklin Chair		Teresa Chappell Vice Chair		Tyler Cobb Parliamentarian, Bylaws Committee Chair	

2.3 Executive Committee Meeting Agenda for February 12, 2025

Description: Executive Committee members will draft the February 12, 2025, Executive Committee Meeting Agenda.

Discussion:

Public Comments:

Action Motion:

Second:

Roll Call:					
Debbie Franklin Chair		Teresa Chappell Vice Chair		Tyler Cobb Parliamentarian, Bylaws Committee Chair	

2.4 Advisory Council Meeting Planning

Description: Executive Committee members will discuss plans for the remaining meetings of Fiscal Year 24/25.

Discussion:

Public Comments:

Action Motion:

Second:

Roll Call:					
Debbie Franklin Chair		Teresa Chappell Vice Chair		Tyler Cobb Parliamentarian, Bylaws Committee Chair	

2.5 Continued Discussion of Annual Report

Description: Executive Committee members will discuss the council's Annual Report draft.

Discussion:

Public Comments:

Action Motion:

Second:

Roll Call:					
Debbie Franklin Chair		Teresa Chappell Vice Chair		Tyler Cobb Parliamentarian, Bylaws Committee Chair	

3. **Adjourn – Debbie Franklin, Chair**

Discussion:

Public Comments:

Motion to Adjourn:

Second:

Member Vote:					
Debbie Franklin Chair		Teresa Chappell Vice Chair		Tyler Cobb Parliamentarian, Bylaws 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](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**.

**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 & ADRC ADVISORY COUNCIL ON AGING EXECUTIVE MEETING

Location: 3610 Central Avenue, Suite 102  
Riverside, California

Date: December 11, 2024 Time: 12:00pm – 1:00pm

Facilitator: Renne Sanchez, Supervising Program Specialist

## Agenda Items

### 1. First Order of Business – *Debbie Franklin, Chair*

1.1 Call to Order: **12:17pm**

1.2 Establish Quorum

Roll Call: <b>Quorum reached at 3/3 members</b>					
Debbie Franklin Chair	✓	Teresa Chappell Vice Chair	✓	Tyler Cobb Parliamentarian, Bylaws Committee Chair	✓

1.3 ADA Guideline Requests

1.4 Public Comments- **None.**

1.5 Chair Reports and Reminders

### 2. Discussion and Action Items – *Debbie Franklin, Chair*

2.1 Approval of November 13, 2024, Executive Committee Meeting Minutes

Description: Executive Committee members will review and vote to approve the November 13, 2024, committee meeting minutes.

Discussion: **None.**

Public Comments: **None.**

Action Motion: **Teresa Chappell**

Second: **Tyler Cobb**

Roll Call:					
Debbie Franklin Chair	✓	Teresa Chappell Vice Chair	✓	Tyler Cobb Parliamentarian, Bylaws Committee Chair	✓

2.2 General Committee Meeting Agenda for January 8, 2025

Description: Executive Committee members will draft the January 8, 2025, General Advisory Council Meeting Agenda.

Discussion: **Members discussed and proposed agenda items for the January 8<sup>th</sup>, 2025, meeting.**

Public Comments:

Action Motion:

Second:

Roll Call:					
Debbie Franklin Chair		Teresa Chappell Vice Chair		Tyler Cobb Parliamentarian, Bylaws Committee Chair	

2.3 Executive Committee Meeting Agenda for January 8, 2025

Description: Executive Committee members will draft the January 8, 2025, Executive Committee Meeting Agenda.

Discussion: **Members discussed and proposed agenda items for the January 8<sup>th</sup>, 2025, meeting.**

Public Comments:

Action Motion:

Second:

Roll Call:					
Debbie Franklin Chair		Teresa Chappell Vice Chair		Tyler Cobb Parliamentarian, Bylaws Committee Chair	

2.4 Advisory Council Meeting Planning

Description: Executive Committee members will discuss plans for the remaining meetings of Fiscal Year 24/25.

Discussion: **Due to lack of time, agenda item will be moved for next month's meeting.**

Public Comments:

Action Motion:

Second:

Roll Call:					
Debbie Franklin Chair		Teresa Chappell Vice Chair		Tyler Cobb Parliamentarian, Bylaws Committee Chair	

2.5 Annual Report Discussion

Description: Executive Committee members will discuss the council's Annual Report draft.

Discussion: **Members reviewed a draft of the Annual Report and made recommendations for items to add.**

Public Comments:

Action Motion:

Second:

Roll Call:					
Debbie Franklin Chair		Teresa Chappell Vice Chair		Tyler Cobb Parliamentarian, Bylaws Committee Chair	

3. **Adjourn** – *Debbie Franklin, Chair*

Discussion: **None.**

Public Comments: **None.**

Motion to Adjourn: **Teresa Chappell**

Second: **Tyler Cobb**

Member Vote: <b>All in favor</b>					
Debbie Franklin Chair	✓	Teresa Chappell Vice Chair	✓	Tyler Cobb Parliamentarian, Bylaws Committee Chair	✓

Adjourned at: **12:50pm**

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