

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 at: **10:04 am**

1.2 Establish Quorum

Roll Call: Quorum reached at 8/14 members					
Barbara Adams	absent excused	Tyler Cobb	absent excused	Steve Mehlman	absent excused
Don Brock	✓	Mark Cox	✓	Milissa Meyer	absent excused
Leezett Casal	✓	Debbie Franklin	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Cynthia Lemus	late	Sterlon Sims	✓
Barbara Christian	✓	Javier Lopez	absent		

1.3 Self-Introductions

1.4 ADA Guideline Requests

1.5 Invocation

1.6 Pledge of Allegiance

1.7 Public Comments

- **One member of the public asked to receive copies of the Council’s agendas and meetings via email.**

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

- **The Council recognized the resignation of Donna Olsson and discussed the process for filling remaining vacancies.**

3. Presentations- None

4. Discussion and Action Items

Mark Cox, Chair

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

Discussion: **None.**

Public Comments: **None.**

Motion: **Don Brock – motion to approve 11/8 meeting minutes.**

Second: **Barbara Christian.**

Member Vote: 7/7 vote yes – vote passes					
Barbara Adams	absent	Tyler Cobb	absent	Steve Mehlman	absent
Don Brock	✓	Mark Cox	✓	Milissa Meyer	absent
Leezett Casal	✓	Debbie Franklin	Abstain	Barbara Mitchell	✓
Teresa Chappell	✓	Cynthia Lemus	absent	Sterlon Sims	✓
Barbara Christian	✓	Javier Lopez	absent		

4.2 Recognition – Gary Robbins

Discussion: **Members wish to present Gary Robbins with a gift for his time with the office.**

Public Comments: **None.**

Motion: **Don Brock – motion to get a plaque for Gary Robbins.**

Second: **Barbara Christian.**

Member Vote: 8/8 vote yes – vote passes					
Barbara Adams	absent	Tyler Cobb	absent	Steve Mehlman	absent
Don Brock	✓	Mark Cox	✓	Milissa Meyer	absent
Leezett Casal	✓	Debbie Franklin	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Cynthia Lemus	absent	Sterlon Sims	✓
Barbara Christian	✓	Javier Lopez	absent		

4.3 Committees – Membership Requests

Discussion: **Member Teresa Chappell requested to join the Planning Committee.**

Public Comments: **None.**

Motion: **Don Brock – motion for Teresa Chappell to join the Planning Committee.**

Second: **Barbara Christian.**

Member Vote: 8/8 vote yes – vote passes					
Barbara Adams	absent	Tyler Cobb	absent	Steve Mehlman	absent
Don Brock	✓	Mark Cox	✓	Milissa Meyer	absent
Leezett Casal	✓	Debbie Franklin	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Cynthia Lemus	absent	Sterlon Sims	✓
Barbara Christian	✓	Javier Lopez	absent		

4.4 Hosting Advisory Council Meetings in Indio

Discussion: **Members discussed attending meetings in Indio throughout the year.**

Public Comments: **None.**

Motion: **Don Brock – motion for the Council to attend two (2) meetings per year in Indio, in person.**

Second: **Debbie Franklin.**

Member Vote: 8/8 vote yes – vote passes					
Barbara Adams	absent	Tyler Cobb	absent	Steve Mehlman	absent
Don Brock	✓	Mark Cox	✓	Milissa Meyer	absent
Leezett Casal	✓	Debbie Franklin	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Cynthia Lemus	absent	Sterlon Sims	✓
Barbara Christian	✓	Javier Lopez	absent		

Hosting Advisory Council Meetings in Indio

Discussion: **Members discussed making video conferencing available in Indio for the use of Eastern members and the public to attend Council meetings.**

Public Comments: **None.**

Motion: **Debbie Franklin – motion to set up a second, virtual location for meeting attendance in Indio.**

Second: **Sterlon Sims.**

Member Vote: 4/7 vote yes – vote passes					
Barbara Adams	absent	Tyler Cobb	absent	Steve Mehlman	absent
Don Brock	✗	Mark Cox	✓	Milissa Meyer	absent
Leezett Casal	✓	Debbie Franklin	✓	Barbara Mitchell	abstain
Teresa Chappell	✗	Cynthia Lemus	absent	Sterlon Sims	✓
Barbara Christian	✗	Javier Lopez	absent		

Secretary's Note: During the meeting, this vote was recorded as a failure with 4/8 yes votes. As I composed the meeting minutes, I reviewed Robert's Rules of Order to accurately record an abstention. Our staff learned an abstention does not count towards the vote total, and instead this vote passed at 4/7. This item has been added to January's agenda for discussion as members ended the meeting under the impression that the motion failed.

4.5 Bylaws Discussion and Recommendations

Discussion: **Members discussed verbiage in Bylaws surrounding when members may join ad hoc and standing committees. The Council’s goal is to allow new any member to join ad hoc committees, but only established members (>1 year) to join standing committees.**

Public Comments: **None.**

Motion: **Barbara Mitchell – motion to revise statement in revised Bylaws draft regarding membership requirement to join a committee to state that a one-year requirement is for standing committees.**

Second: **Debbie Franklin.**

Member Vote: 9/9 vote yes – vote passes					
Barbara Adams	absent	Tyler Cobb	absent	Steve Mehlman	absent
Don Brock	✓	Mark Cox	✓	Milissa Meyer	absent
Leezett Casal	✓	Debbie Franklin	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Cynthia Lemus	✓	Sterlon Sims	✓
Barbara Christian	✓	Javier Lopez	absent		

Bylaws Discussion and Recommendations

Discussion: **Members discussed whether the revised Bylaws are ready to submit to County Counsel and the Board of Supervisors for review and approval.**

Public Comments: **None.**

Motion: **Teresa Chappell – motion to submit the revised Bylaws for approval to Board of Supervisors.**

Second: **Debbie Franklin.**

Member Vote: 9/9 vote yes – vote passes					
Barbara Adams	absent	Tyler Cobb	absent	Steve Mehlman	absent
Don Brock	✓	Mark Cox	✓	Milissa Meyer	absent
Leezett Casal	✓	Debbie Franklin	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Cynthia Lemus	✓	Sterlon Sims	✓
Barbara Christian	✓	Javier Lopez	absent		

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 – **rescheduled.**

7. Ambassador Reports - None

8. Member Reports - None

9. Closing Comments & Special Announcements

10. Adjourn *Mark Cox, Chair*

Motion to Adjourn: **Debbie Franklin.**

Second: **Don Brock.**

Member Vote: 9/9 vote yes – vote passes					
Barbara Adams	absent	Tyler Cobb	absent	Steve Mehlman	absent
Don Brock	✓	Mark Cox	✓	Milissa Meyer	absent
Leezett Casal	✓	Debbie Franklin	✓	Barbara Mitchell	✓
Teresa Chappell	✓	Cynthia Lemus	✓	Sterlon Sims	✓
Barbara Christian	✓	Javier Lopez	absent		

Adjourned at: **11:42 am**

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
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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 Council 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.

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

Riverside County Board of Supervisors

Kevin Jeffries	Supervisor, District I
Karen Spiegel	Supervisor, District II
Chuck Washington	Supervisor, District III
V. Manuel Perez	Supervisor, District IV
Yxstian Gutierrez	Supervisor, District V

DRAFT

Advisory Council Office on Aging Staff

Jewel Lee	Director
Renne Sanchez	Supervising Program Specialist
Libby Garcia	Executive Assistant II
Alyssa Peeters	Services Assistant

DRAFT

Advisory Council on Aging Members

Member	Title	City
Mark Cox	Chair	Yucaipa
Debbie Franklin	Vice Chair/ Appointee, District V	Banning
Cynthia Lemus	Parliamentarian	Perris
Sterlon Sims	Appointee, District I	Perris
Barbara Christian	Appointee, District II	Corona
Barbara Adams	Appointee, District III	Murrieta
Milissa Meyer	Appointee, District IV	Indian Wells
Don Brock	Member	Jurupa Valley
Leezett Casal	Member	Perris
Teresa Chappell	Member	San Jacinto
Tyler Cobb	Member	Menifee
Javier Lopez	Member	Indio
Steve Mehlman	Member	Beaumont
Barbara Mitchell	Member	Riverside
Donna Olson	Member	Corona
Vacant	Member	
Vacant	Member	

Advisory Council on Aging Committees

Committee	Chair	Member(s)
Advocacy	Teresa Chappell	Mark Cox Steve Mehlman
Annual Report	Mark Cox	Vacant
Bylaws	Javier Lopez	Debbie Franklin
Executive	Mark Cox	Debbie Franklin Cynthia Lemus
Healthy Living	Vacant	Barbara Mitchell Debbie Franklin
Membership	Cynthia Lemus	Don Brock Debbie Franklin
Planning	Debbie Franklin	Vacant

Advisory Council on Aging Liaisons

California Senior Legislature (CSL)	Mark Cox, Senior Assembly Member
California Senior Legislature (CSL)	Milissa Meyer, Senior Assembly Member
California Senior Legislature (CSL)	Teresa Chappell, Senior Assembly Member
California Senior Legislature (CSL)	Vacant, Senior Assembly Member
California Senior Legislature (CSL)	Don Brock, Senior Senator
California Senior Legislature (CSL)	Steve Mehlman, Senior Senator
Continuum of Care	Javier Lopez
Foundation on Aging	Mark Cox
Grandparents Raising Grandchildren (GRG)	Mark Cox
Health Insurance Counseling and Advocacy Program (HICAP)	Debbie Franklin
Housing	Javier Lopez
In-Home Supportive Services (IHSS) Advisory Council	Barbara Mitchell Don Brock
Long-Term Care Ombudsman Program (LTCOP)	Teresa Chappell
Older Adults System of Care	Barbara Mitchell
Public Health	Vacant
Transportation Services	Steve Mehlman
Triple A Council of California (TACC)	Mark Cox Debbie Franklin
Veterans Services	Mark Cox Don Brock

Advisory Council on Aging Guidelines

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Advisory Council on Aging 2023 – 2024 Meeting Schedule

Date	Time	Location	Member Reports Due
September 6, 2023	10:00 a.m. – 12:00 p.m.	In-Person Meeting	August 28, 2023
October 4, 2023	10:00 a.m. – 12:00 p.m.	In-Person Meeting	September 25, 2023
November 8, 2023	10:00 a.m. – 12:00 p.m.	In-Person Meeting	October 30, 2023
December 13, 2023	10:00 a.m. – 12:00 p.m.	In-Person Meeting	November 27, 2023
January 10, 2024	10:00 a.m. – 12:00 p.m.	In-Person Meeting	December 26, 2023
February 14, 2024	10:00 a.m. – 12:00 p.m.	In-Person Meeting	January 29, 2024
March 13, 2024	10:00 a.m. – 12:00 p.m.	In-Person Meeting	February 26, 2024
April 10, 2024	10:00 a.m. – 12:00 p.m.	In-Person Meeting	March 25, 2024
May 8, 2024	10:00 a.m. – 12:00 p.m.	In-Person Meeting	April 22, 2024
June 12, 2024	10:00 a.m. – 12:00 p.m.	In-Person Meeting	May 27, 2024

In-Person Meeting Locations:

Riverside County Office on Aging:

3610 Central Avenue, Suite 102, 1st Floor Training Room, Riverside, CA 92506

Riverside County Office on Aging East County Office: 44199

Monroe Street, Room 402, Indio, CA 92201

Revised 11/1/23