

# 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 at: **1:05 pm**
- 1.2 Establish Quorum

Roll Call: Quorum reached at 3/3 members					
<b>Mark Cox</b> Chair	✓	<b>Debbie Franklin</b> Vice Chair	✓	<b>Cynthia Lemus</b> Parliamentarian, Membership Committee Chair and Bylaws Committee Chair	✓
<b>Vacant</b> Community Connections Committee Chair		<b>Vacant</b> Healthy Living Committee Chair			

- 1.3 ADA Guideline Requests
- 1.4 Public Comments – **None.**
- 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: **The members were unable to review these minutes. The approval of these minutes is reset to the January executive meeting.**  
Public Comments: **None.**  
Action Motion: **No motions made.**  
Second:  
**Secretary’s Note:** the date listed in this item is incorrect, the meeting minutes date should be September 6, 2023.

Member Vote: No vote taken.					
<b>Mark Cox</b> Chair		<b>Debbie Franklin</b> Vice Chair		<b>Cynthia Lemus</b> Parliamentarian, Membership Committee Chair and Bylaws Committee Chair	Abstain
<b>Vacant</b> Community Connections Committee Chair		<b>Vacant</b> Healthy Living Committee Chair			

- 2.2 Approval of November 8, 2023 Executive Committee Meeting Minutes  
 Discussion: **None.**  
 Public Comments: **None.**  
 Action Motion: **Cynthia Lemus – motion to approve November 8, 2023, minutes.**  
 Second: **Mark Cox.**

Member Vote: 2/2 vote yes – vote passes					
<b>Mark Cox</b> Chair	✓	<b>Debbie Franklin</b> Vice Chair	Abstain	<b>Cynthia Lemus</b> Parliamentarian, Membership Committee Chair and Bylaws Committee Chair	✓
<b>Vacant</b> Community Connections Committee Chair		<b>Vacant</b> Healthy Living Committee Chair			

- 2.3 **Member vote to add a discussion of Executive Committee meeting times to the agenda**  
 Discussion: **Members wanted to discuss Executive Committee meeting times and voted to add this item to the agenda.**  
 Public Comments: **None.**  
 Action Motion: **Cynthia Lemus – motion to add the topic of Executive meeting times to the agenda.**  
 Second: **Mark Cox.**

Member Vote: 3/3 vote yes – vote passes					
<b>Mark Cox</b> Chair	✓	<b>Debbie Franklin</b> Vice Chair	✓	<b>Cynthia Lemus</b> Parliamentarian, Membership Committee Chair and Bylaws Committee Chair	✓
<b>Vacant</b> Community Connections Committee Chair		<b>Vacant</b> Healthy Living Committee Chair			

2.4 **\*ADDED via Member Vote\* Executive Committee meeting times**

Discussion: **Members discussed setting a meeting time closer to the end of the general Advisory council meeting.**

Public Comments: **None.**

Action Motion: **Cynthia Lemus – motion to schedule Executive Committee meetings to 12 PM.**

Second: **Mark Cox.**

<b>Member Vote: 3/3 vote yes – vote passes</b>					
<b>Mark Cox</b> Chair	✓	<b>Debbie Franklin</b> Vice Chair	✓	<b>Cynthia Lemus</b> Parliamentarian, Membership Committee Chair and Bylaws Committee Chair	✓
<b>Vacant</b> Community Connections Committee Chair		<b>Vacant</b> Healthy Living Committee Chair			

2.5 General Committee Meeting Agenda for January 10, 2024

Discussion: **Members discussed and finalized the agenda.**

Public Comments: **None.**

Action Motion:

Second:

<b>Member Vote: No vote taken.</b>					
<b>Mark Cox</b> Chair		<b>Debbie Franklin</b> Vice Chair		<b>Cynthia Lemus</b> Parliamentarian, Membership Committee Chair and Bylaws Committee Chair	
<b>Vacant</b> Community Connections Committee Chair		<b>Vacant</b> Healthy Living Committee Chair			

3. Closing Comments/Special Announcements - None

4. Adjourn, Mark Cox, Chair  
 Public Comments: **None.**  
 Motion: **Cynthia Lemus - adjourn**  
 Second: **Debbie Franklin**

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

Adjourned at: **1:58 pm**

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# 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

<b><u>Mark Cox</u></b> Chair	✓	<b><u>Debbie Franklin</u></b> Vice Chair	<b>Absent</b>	<b><u>Cynthia Lemus</u></b> Parliamentarian, Membership Committee Chair and Bylaws Committee Chair	✓
<b><u>Vacant</u></b> Community Connections Committee Chair		<b><u>Vacant</u></b> 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:	_____