



# Riverside County Advisory Council on Aging Special Training Session

## AGENDA

**April 11, 2018  
10:00 a.m. to 2:00 p.m.**

**Location: 6296 River Crest Drive, Suite K, Riverside, CA 92507**

Riverside County Advisory Council on Aging Mission Statement

*“The mission of the Riverside County Advisory Council on Aging is to advocate for all older persons and adults with disabilities, to improve their lives.”*



**Jewel Lee, Office on Aging Director**

Rachelle Román, Deputy Director for Fiscal & Administration  
Stacie Catlin, Program Specialist II

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**10:00 AM: Call to Order:** Gary Kelley, Chair

**ADA Guidelines review, Invocation, Pledge of Allegiance:** Gary Kelley, Chair

**Establish Quorum – Eileen Packer Parliamentarian**

- |                       |                     |                     |
|-----------------------|---------------------|---------------------|
| 1. Art Salyer         | 7. Eileen Packer    | 13. Sharron Lambeth |
| 2. Barbara Mitchell   | 8. Erwin Fromm      | 14. Stan Fischer    |
| 3. Bev Greer          | 9. Gary Kelley      | 15. Steve Mehlman   |
| 4. Cynthia Mendez     | 10. Gloria Sanchez  | 16. Vee Maiden      |
| 5. Doris Morgan-Hayes | 11. Luella Thornton | 17. Vacant          |
| 6. Edward Greaves     | 12. Lynda House     |                     |

**10:10 AM: Staff and Public Introductions/Public Comments**

**None:** Comments may be time limited (see Meeting Guidelines for details). This portion of the agenda is reserved for the public to address the Council on any matter under the jurisdiction of the Council. *This is information only and there can be no discussion of any issue/items not already on the agenda.*

**10:15 AM: Advisory Council Chair Report – Gary Kelley, Chair**

**Training:**

- **The Brown Act (30 minutes), presented by:**
  - Tiffany Brown, Chief Deputy County Counsel
  
- **Parliamentary Procedures, Part I, presented by:**
  - Robert L. Duitsman, Attorney and Professional Registered Parliamentarian

***12:00 PM Lunch***

- **Parliamentary Procedures, Part II, presented by:**
  - Robert L. Duitsman, Attorney and Professional Registered Parliamentarian

**Action Items**

No action items.

**Director’s Report - Jewel Lee, Director**

No report.

**Advisory Council Strategic Plan Objectives**

No update.

**Advisory Council Committee Reports**

No reports.

**Advisory Council Liaison Reports**

No reports.

**Members Closing Comments**

None.

**2:00 PM: Adjourn**

**Riverside County Board of Supervisors:**

- District I Supervisor Kevin Jeffries
- District II Supervisor John F. Tavaglione
- District III Supervisor Chuck Washington
- District IV Supervisor V. Manuel Perez
- District V Supervisor Marion Ashley

**Advisory Council Officers:**

Gary Kelley, Chair; Barbara Mitchell, Vice Chair; and Eileen Packer, Parliamentarian

**Board of Supervisor Appointees:**

Gary Kelley, District I; Sharron Lambeth, District II; Stanley Fischer, District III; Vacant, District IV; and, Gloria Sanchez, District V

**Advisory Council Appointees:**

Arthur Salyer; Beverly Greer; Cynthia Mendez; Doris Morgan-Hayes; Edward Greaves; Erwin Fromm; Luella Thornton; Lynda House; Steve Mehlman; and Vee Maiden.

**Office on Aging Staff**

**Jewel Lee, Director**

Rachelle Román, Deputy Director for Fiscal & Administration  
Stacie Catlin, Program Specialist II

**Advisory Council on Aging Meeting Guidelines/Requirements**

**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 Office on Aging, 6296 River Crest Drive, Suite K, Riverside, CA 92507.

**ADA:** In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to attend an Advisory Council on Aging meeting, please contact Stacie Catlin at (800) 510-2020, (951) 867-3800, 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 may be limited to speak two (2) minutes or less depending on the number of speakers. At the direction of the Chair or by majority vote of the Council, the two (2) 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 for factual information or to be placed on the subsequent agenda for consideration.