



# Commission on Aging

*City of Arts & Innovation*

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**TO: HONORABLE COMMISSIONERS** **DATE: MARCH 18, 2024**  
**FROM: PARKS, RECREATION AND COMMUNITY** **WARD: ALL**  
**SERVICES DEPARTMENT**  
**SUBJECT: ELECTION OF OFFICERS: CHAIRPERSON AND VICE CHAIRPERSON**

**ISSUE:**

Open the nomination process for the Commission on Aging and vote to select a Chair and Vice Chair.

**RECOMMENDATIONS:**

That the Commission on Aging:

1. Open the nomination process for the Commission on Aging; and
2. Vote to select a Chair and Vice Chair.

**BACKGROUND:**

In accordance with the Riverside City Charter Article VIII, Section 804, "At the first meeting of each board or commission after the last day in February of each year, each of such boards and commissions shall organize by electing one of its members to serve as presiding officer at the pleasure of such board or commission." Additionally, the Commission on Aging Standing Rules, Section 5-A states, "The Commission shall have at least two officers, Chairperson and Vice Chairperson, and such other officers as it deems necessary".

The Commission on Aging Standing Rules, Section 5-F states, "Election of officers shall be conducted in a manner prescribed by the Commission." It has been past Commission practice to either appoint the Chairperson and Vice Chairperson based on order of succession by appointment date or to self-nominate. Individual Commissioners retain the option of serving or not serving in these positions; if an individual Commissioner desires not to serve in a leadership role, typically their name returns to the bottom of the full Commission list; new appointees to the Commission will be placed at the bottom of the list of those Commissioners who have not previously served, they will be eligible to serve in a leadership role before those who have previously served.

**DISCUSSION:**

Succession by appointment date of current Commission members is as follows:

1. Current Chairperson Jane DuBois, (Ward 1) (1<sup>st</sup> Term) appointed 4/20/2021
2. Commissioner Mark DeBus, (Ward 3) (1<sup>st</sup> Term) appointed 4/28/2023
3. Commissioner Diane Kwasman, (Citywide Ward 4) (1<sup>st</sup> Term) appointed 10/03/2023
4. Commissioner Pamela Bash, (Ward 5) (1<sup>st</sup> Term) appointed 5/24/2023
5. Commissioner Deborah Kelley, (Ward 4) (2<sup>nd</sup> Term) appointed 9/17/2019
6. Commissioner Carmen Roberts, (Citywide - Ward 2) (1<sup>st</sup> Term) appointed 4/04/2023
7. Commissioner Nora Moti, (Ward 2) (2<sup>nd</sup> Term) appointed 1/31/2022

The Commissioner listed below has served as the Chairperson official roll:

1. Commissioner Debra Keller, (Citywide – Ward 4) (2<sup>nd</sup> Term) appointed 8/06/2019

Current vacancies exist in Wards 6 and 7.

#### **STRATEGIC PLAN ALIGNMENT:**

The work contributes to Strategic Priority 5 – High Performing Government, which aims to provide world class public service that is efficient, accessible, and responsive to all.

The election of officers aligns with High Performing Government goal 5.3, “Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making”.

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The involvement of the Commission on Aging aligns with the City’s goal of transparency by making decisions based on sound policy and inclusive community engagement.
2. **Equity** – The Commission on Aging ensures every member of the community has equal access to share in the benefits the department offers.
3. **Fiscal Responsibility** – Considering Riverside is a prudent steward of public funds; the Commission on Aging ensures responsible management of the City’s financial resources while providing quality public services to all.
4. **Innovation** – The Commission on Aging is a collaborative partner with the Department and assists with providing input and direction in meeting the community’s changing needs and prepares for the future.
5. **Sustainability & Resiliency** – The Commission on Aging provides input and direction on meeting the community’s senior needs of the present without compromising the needs of the future and are committed to the City’s capacity to persevere, adapt and grow during good and difficult times alike.

#### **FISCAL IMPACT:**

There is no fiscal impact associated with the election of officers.

Prepared by: Marnie Smith, Recreation Services Coordinator

Approved by: Pamela M. Galera, Parks, Recreation and Community Services Director