



# Commission on Aging

*City of Arts & Innovation*

---

**TO: HONORABLE COMMISSIONERS** **DATE: MARCH 17, 2025**

**FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT**

**SUBJECT: DISCUSS THE ABSENCE OF COMMISSIONER ALEMAN FROM THE  
JANUARY 29, 2025, SPECIAL MEETING**

**ISSUE:**

Discuss the absence of Commissioner Aleman from the January 29, 2025, special meeting.

**RECOMMENDATION:**

That the Commission on Aging determine whether the absence of Commissioner Aleman from the January 29, 2025, special meeting be recorded as excused or unexcused.

**BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 23976, Board Members shall make every effort to notify the administrative staff 24 hours prior to any regular meeting of his/her intent not to attend said meeting. The Board is required to express in its official minutes whether the absence of the Board Member is excused or unexcused.

Pursuant to City Charter Section 805, if a member of a Board or Commission is absent from three consecutive regular meetings unless by permission of the Board or Commission expressed in its official minutes, the City Council can declare the office vacant.

**DISCUSSION:**

Staff did not receive 24-hour notification from Commissioner Aleman regarding absence from the January 29, 2025 special meeting.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Sandra D. Campbell, Senior Administrative Assistant  
Approved by: Pamela M. Galera, Parks, Recreation and Community Services Director