



City of Arts & Innovation

Commission on Aging

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

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

SUBJECT: RECEIVE AND FILE THE BOARD/COMMISSION ATTENDANCE POLICY – RESOLUTION NO. 23618

ISSUE:

Receive and file the Board/Commission Attendance Policy - Resolution No. 23618.

RECOMMENDATIONS:

That the Commission on Aging receive and file the Board/Commission Attendance Policy - Resolution No. 23618.

BACKGROUND:

Pursuant to the Board/Commission Attendance Policy Resolution No. 23618, Board Members shall make every effort to notify the Chairperson or his/her designee no later than 24 hours prior to any regular meeting of his/her intent not to attend said meeting. A member's inability to provide 24 hours advance notice shall not preclude the board/commission from exercising its discretion to excuse said absence as outlined in Section 805 of the City Charter.

If a member of a board or commission absents himself/herself from three consecutive regular meetings of such board or commission, unless by permission of such board or commission expressed in its official minutes, or is convicted of a crime of moral turpitude, or cease to be a qualified elector of the City, the office shall become vacant and shall be so declared by the City Council.

The City Clerk shall notify the Mayor or appropriate Councilmember for Ward specific seats in the event a board or commission member is absent, whether excused or unexcused, from more than one-third of the regularly scheduled meetings in a calendar year.

DISCUSSION:

To ensure effective operation of the Commission on Aging, all Commissioners are requested to provide sufficient notification to the Commission on Aging Chairperson, and the Department's Senior Administrative Assistant, at least 24 hours prior to the scheduled Commission meeting.

STRATEGIC PLAN ALIGNMENT:

The review of Attendance Policy Resolution No. 23618 aligns with **Strategic Priority No. 2 – Community Well-Being** and **Goal 2.5** – Foster relationships between community members, partner organizations, and public safety professionals to define, prioritize, and address community safety and social service needs.

This item aligns with each of the five Cross-Cutting Threads as described below:

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** – 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 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.

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