



Commission on Aging

City of Arts & Innovation

TO: HONORABLE COMMISSIONERS **DATE: SEPTEMBER 16, 2019**

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

SUBJECT: DETERMINE WHETHER COMMISSIONER SHARON WHITEHEAD'S ABSENCE FROM THE COMMISSION ON AGING MEETING ON AUGUST 19, 2019, SHOULD BE RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE

ISSUE:

Determine whether Commissioner Sharon Whitehead's absence on August 19, 2019, should be recorded as an excused or unexcused absence.

RECOMMENDATION:

That the Commission on Aging determine if Commissioner Whitehead's absence from the Commission on Aging meeting on August 19, 2019, be excused or unexcused.

BACKGROUND:

On July 26, 2016, City Council approved the recommendation from the Governmental Affairs Committee to amend the Board/Commission Attendance Policy. The policy states, "Board/Commission 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."

DISCUSSION:

Commissioner Whitehead was not present at the Commission meeting on August 19, 2019; prior notice was not given. On the evening of August 19, 2019, Commissioner Whitehead emailed her designee and notified her of absence.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Marnie Smith, Recreation Services Coordinator

Approved by: Adolfo Cruz, Parks, Recreation and Community Services Director

Approved by: Rafael Guzman, Assistant City Manager