Commission on Disabilities

City of Arts & Innovation

TO: **COMMISSION ON DISABILITIES** **DATE: MAY 18, 2023**

FROM: **GENERAL SERVICES DEPARTMENT** **WARD: ALL**

SUBJECT: **DETERMINE WHETHER THE ABSENCE OF COMMISSIONER KIMBERLY HINIKER FROM THE JULY 21, 2022, REGULAR MEETING SHOULD BE RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE.**

ISSUE:

Determine whether the absence of Commissioner Kimberly Hiniker from the July 21, 2022, and September 15, 2022, regular meeting should be recorded as an excused or unexcused absence.

RECOMMENDATION:

That the Commission on Disabilities determine whether the absence of Commissioner Kimberly Hiniker from the July 21, 2022, and September 15, 2022, regular meeting should be recorded as an excused or unexcused absence.

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 if 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 was unable to determine if notice of the absence was received prior to the July 21, 2022, indicating that Commissioner Hiniker would not attend the scheduled meeting.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Carmen Soto, Deputy City Clerk