City of Arts & Innovation

Human Relations Commission Memorandum

TO: **HONORABLE COMMISSIONERS** **DATE: JULY 25, 2024**

FROM: **CITY MANAGER'S OFFICE** **WARDS: ALL**

SUBJECT: **RECORD THE ABSENCE OF COMMISSIONER WOODS-ADEYEYE FROM JUNE 27, 2024 REGULAR MEETING AS EXCUSED.**

ISSUE:

Record the absence of Commissioner Woods-Adeyeye from the June 27, 2024, regular meeting as excused.

RECOMMENDATION:

That the Human Relations Commission record the absence of Commissioner Woods-Adeyeye from the June 27, 2024, regular meeting as excused.

BACKGROUND:

Pursuant to the Board/Commission Attendance Policy Resolution No. 23618, 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 did receive notification that Commissioner Woods-Adeyeye would not attend the June 27, 2024 regular meeting within 24hrs.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Krystelle Schneider, Senior Management Analyst