Commission on Disabilities

City of Arts & Innovation

TO: **COMMISSION ON DISABILITES** **DATE: NOVEMBER 16, 2023**

FROM: **GENERAL SERVICES DEPARTMENT** **WARDS: ALL**

SUBJECT: **DETERMINE WHETHER THE ABSENCE OF COMMISSIONER DAVIS FROM THE MEETING ON OCTOBER 19, 2023 SHOULD BE RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE**

ISSUE:

Determine whether the absence of Commissioner Davis from the meeting on October 19, 2023 should be recorded as an excused or unexcused absence.

RECOMMENDATION:

That the Commission on Disabilities Determine whether the absence of Commissioner Davis from the meeting on October 19, 2023 should be recorded as an excused or unexcused absence.

BACKGROUND:

Pursuant to the Board/Commission Attendance Policy Resolution No. 23976, Commission 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 Commission 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 not receive notification that Commissioner Davis would not be in attendance at the regular meeting on October 19, 2023. Commissioner Davis did contact staff on October 23, 2023 to explain that his absence was due to a family emergency.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Jessica Spiking, Administrative Analyst