



# Commission on Aging

*City of Arts & Innovation*

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**TO: HONORABLE COMMISSIONERS** **DATE: MARCH 16, 2020**

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

**SUBJECT: DETERMINE WHETHER COMMISSIONER CHERYL TAVAGLIONE'S ABSENCE FROM THE COMMISSION ON AGING MEETING ON FEBRUARY 20, 2020, SHOULD BE RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE**

**ISSUE:**

Determine whether Commissioner Cheryl Tavaglione's absence on February 20, 2020, should be recorded as an excused or unexcused absence.

**RECOMMENDATION:**

That the Commission on Aging determine if Commissioner Tavaglione's absence from the Commission on Aging meeting on February 20, 2020, 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 Tavaglione was not present at the Commission meeting on February 19, 2020; prior notice was not given. Commissioner Tavaglione 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

Commission on Aging – Commissioner Absence

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

Approved by: Rafael Guzman, Assistant City Manager