



Commission on Aging

City of Arts & Innovation

TO: COMMISSION ON AGING **DATE: August 15, 2022**

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

SUBJECT: CONSIDER WHETHER THE ABSENCE OF COMMISSIONER JANE DUBOIS FROM THE JUNE 20, 2022, REGULAR MEETING SHOULD BE RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE

ISSUE:

Determine whether the absence of Commissioner Jane DuBois from the June 20, 2022, regularly scheduled Commission on Aging meeting should be recorded as an excused or unexcused absence.

RECOMMENDATIONS:

That the Commission on Aging determine if the absence of Commissioner DuBois from the June 20, 2022, Commission on Aging regular meeting should be recorded as excused or unexcused.

BACKGROUND:

Pursuant to the Board/Commission Attendance Policy Resolution No. 23618, Board 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.

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 received advanced notification from Commissioner DuBois regarding her absence from the June 20, 2022, regularly scheduled meeting.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Carmen Soto, Deputy City Clerk

Approved by: Pamela Galera, Parks, Recreation and Community Services Director