Commission on Aging

City of Arts & Innovation

TO: **HONORABLE COMMISSIONERS** **DATE: NOVEMBER 21, 2022**

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

SUBJECT: **DETERMINE WHETHER COMMISSIONER ROSA JIMENEZ'S ABSENCE FROM THE COMMISSION ON AGING MEETING ON OCTOBER 17, 2022, SHOULD BE RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE**

ISSUE:

Determine whether Commissioner Rosa Jimenez's absence on October 17, 2022, should be recorded as an excused or unexcused absence.

RECOMMENDATION:

That the Commission on Aging determine if Commissioner Jimenez's absence from the Commission on Aging meeting on October 17, 2022, 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 Jimenez was not present at the Commission meeting on October 17, 2022; prior notice was not given. Commissioner Jimenez did not contact designee and notified of absence.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Marnie Smith, Recreation Services Coordinator
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Approved by: Kris Martinez, Assistant City Manager