



# Commission on Aging

*City of Arts & Innovation*

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**TO: COMMISSION ON AGING** **DATE: MAY 15, 2023**  
**FROM: PARKS, RECREATION AND COMMUNITY SERVICE DEPARTMENT**  
**SUBJECT: RECORD THE ABSENCE OF COMMISSIONER JIMENEZ FROM THE JANUARY 30, AND APRIL 17, 2023, REGULAR MEETING AS UNEXCUSED**

**ISSUE:**

Record the absence of Commissioner Jimenez from the January 30, and April 17, 2023, regular meetings as unexcused.

**RECOMMENDATION:**

That the Commission on Aging record the absence of Commissioner Jimenez from the January 30, and April 17, 2023, regular meetings as unexcused.

**BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 23976, 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 was not notified that Commissioner Jimenez was unable to attend the meetings.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Carmen Soto, Deputy City Clerk