



# Human Relations Commission Memorandum

*City of Arts & Innovation*

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**TO: HONORABLE COMMISSIONERS** **DATE: JANUARY 22, 2026**  
**FROM: CITY MANAGER'S OFFICE** **WARDS: ALL**  
**SUBJECT: HUMAN RELATIONS COMMISSION ATTENDANCE AND QUORUM IMPACTS**

**ISSUE:**

That the Human Relations Commission discuss attendance trends, the operational impact of absences, and consistency in how absences are recorded as excused or unexcused.

**RECOMMENDATIONS:**

That the Human Relations Commission receive and file this report regarding attendance trends and the operational impact of absences and discuss how absences are recorded as excused or unexcused.

**BACKGROUND:**

The Human Relations Commission (HRC) is an advisory body established pursuant to the City Charter. Charter Section 805 provides that if a member is absent from three consecutive meetings, unless by permission of the commission expressed in its official minutes, the office shall become vacant and shall be so declared by the City Council.

While the Charter establishes the threshold related to consecutive absences, it does not define excused or unexcused absences. As a result, the Commission has historically exercised discretion by voting on whether to grant permission for an absence, with a determination reflected in the official minutes.

In recent months, attendance challenges have affected the Commission's ability to conduct business, including the cancellation of regular meetings due to lack of quorum. The Commission has requested that attendance data be compiled and presented to support a discussion on attendance expectations and consistency in how absences are reviewed and recorded.

**DISCUSSION:**

During calendar year 2025, the Commission had eleven scheduled opportunities to meet. Of those meetings, three regular meetings were canceled due to a lack of quorum, occurring in March, September, and October. The cancellation of regular meetings due to lack of quorum

has limited the Commission's ability to advance its Workplan and fulfill its advisory role.

The table below summarizes Commissioner absences for the period of January 2025 through September 2025. Absences from October through December are not included, as the Commission has not yet voted on whether to record all absences from that period as excused or unexcused. During the period shown, no current member of the Commission accumulated more than one consecutive unexcused absence. Accordingly, no attendance pattern during this period met the Charter threshold related to three consecutive absences without the Commission's permission.

Commissioner	Excused Absences	Unexcused Absences	Total Absences
Fahrney	0	1	1
Woods-Adeyeye	1	2	3
Fujimoto	2	0	2
Raya	2	1	3
Martis	4	1	5
Goe	2	1	3
Galbraith	1	1	2
Agramon	3	1	4
Harmoush	0	1	1
Melendez	0	1	1
Lewis	0	0	0

To promote administrative efficiency and consistency, the City Clerk's Office implemented a standardized process for handling Commissioner absences. When a commissioner provides at least 24 hours advance notice of a planned absence, staff places the item on the consent calendar with a recommendation to record the absence as excused. When less than 24 hours' notice is provided, the absence is agendized as a discussion item for the Commission to determine whether the absence should be recorded as excused or unexcused.

In all cases, the Commission retains the right to determine whether to record an absence as excused or unexcused, and the determination is reflected in the official minutes.

### **FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Krystelle Schneider, Senior Project Manager