



# Commission on Aging

*City of Arts & Innovation*

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**TO: COMMISSION ON AGING** **DATE: JANUARY 29, 2025**

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

**SUBJECT: DETERMINE WHETHER THE ABSENCE OF COMMISSIONER ALEMAN FROM THE MEETING ON NOVEMBER 18, 2024, SHOULD BE RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE**

**ISSUE:**

Determine whether the absence of Commissioner Aleman from the regular meeting on November 18, 2024, should be recorded as an excused or unexcused absence.

**RECOMMENDATIONS:**

That the Commission on Aging determine whether the absence of Commissioner Aleman from the regular meeting on November 18, 2024, should be recorded as an excused or unexcused absence.

**BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 23976, 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 did not receive advance notification from Commissioner Aleman regarding absence from the November 18, 2024, scheduled meeting.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Marnie Smith, Recreation Services Coordinator

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