



Commission on Aging

City of Arts & Innovation

TO: HONORABLE COMMISSIONERS **DATE: NOVEMBER 17, 2025**

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

SUBJECT: RECORD EXCUSED ABSENCE OF COMMISSIONER COON FROM THE COMMISSION ON AGING MEETING ON OCTOBER 20, 2025

ISSUE:

Recommend excusing the absence of Commissioner Coon from the Commission on Aging meeting held on October 20, 2025.

RECOMMENDATION:

That the Commission on Aging excuse the absence of Commissioner Coon from the Commission on Aging meeting held on October 20, 2025.

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 whether 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 notified on October 9, 2025, that Commissioner Coon would not be able to attend the Commission on Aging meeting held on October 20, 2025.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Sandra D. Campbell, Senior Administrative Assistant
Approved by: Pamela M. Galera, Parks, Recreation and Community Services Director